



Cedar Hills Mustangs

Hackberry Elementary School District #3

Cedar Hills School

9501 E. Nellie Drive
Kingman, AZ 86401-8917

Phone 928-692-0013

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www.hesd.net

CERTIFIED EMPLOYMENT APPLICATION For Highly Qualified, Certified Teacher Position

IMPORTANT: Before final consideration for employment, the candidate must have on file in the personnel office a complete set of Transcripts, Certification, and Fingerprint clearance. It is the candidate's responsibility to see that transcripts and placement file are provided. A screening interview is also required. Out-Of-State candidates should write to the State Department of Education, 1535 W. Jefferson Street, Phoenix, AZ 85007, regarding certification. All applicants must qualify for Arizona Certification prior to employment.

AN EQUAL OPPORTUNITY ORGANIZATION

The district does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap or national origin. Both male and female are urged to apply.

ACKNOWLEDGEMENT OF APPLICANT READ THIS PARAGRAPH BEFORE SIGNING THIS EMPLOYMENT APPLICATION:

Every answer I have provided on this employment application is both complete and truthful. I understand and agree with that:

1. If any information is omitted from or not filled in on this application, or if any false information is furnished, the district will reject my application.
2. I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and
3. If I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

NO QUESTION ON THIS EMPLOYMENT APPLICATION SHOULD BE ANSWERED IN SUCH A MANNER AS TO DISCLOSE RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, SEX OR THE EXISTENCE OF ANY PHYSICAL HANDICAPS, OR MENTAL CONDITION UNRELATED TO THE PERFORMANCE OF THE POSITION FOR WHICH YOU ARE APPLYING.

PERSONAL DATA (please type or print)

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Home/Cell Phone: _____ Email Address: _____

EMPLOYMENT DESIRED

Position you are applying for: _____

Grade K-8, List in order of preference 1. _____ 2. _____ 3. _____ 4. _____

When will you be available? _____ Present Position: _____

EMPLOYMENT HISTORY

Dates Employed	Employer's Name	Phone	Supervisor's Name	Position
From: To:				
From: To:				
From: To:				

If employed now, may we make inquiries of your present employer? YES____ NO____

Please explain any gaps in employment over 30 days:

Have you ever been dismissed from a position? YES _____ NO _____

If yes, explain:

Have you ever been asked to resign from a position? YES _____ NO _____

If yes, explain:

Have you ever resigned from a position rather than being dismissed: YES _____ NO _____

If yes, explain:

Have you ever been employed by Hackberry Elementary School District before? YES _____ NO _____

If so when: _____

PERSONAL INFORMATION AND REFERENCES

Give names and complete addresses of three (3) references that are familiar with your personality, character, and work performance. **(Do not use relatives as references)**

Name	Organization & Position	Address	Phone Number

EDUCATION

	Name	Dates Attended	Yr Graduated	Degree	Major Area of Study
High School					
College, University or Technical School					
College, University or Technical School					

CONVICTION REPORT

CONVICTION means the final judgment on a verdict or finding of guilty, a plea of guilty, or plea of *nolo contendere*, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does **not** include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

A.R.S. §15-512 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §15-512 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are conducted against a minor under 15 years of age.

A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal, if employed, and may result in prosecution for filing false information with a public agency. Upon employment, all persons must sign a notarized statement indicating that they are not awaiting trial nor have they been convicted of crimes as mandated by ARS §15-512.

Please read carefully and answer every question.

1. Have you ever been convicted of a minor offense other than a traffic violation? YES ____ NO ____
2. Have you ever been convicted of a felony? YES ____ NO ____
3. Have you ever been convicted of a sex or drug related offense? YES ____ NO ____
4. Have you ever been convicted of a dangerous crime against children as defined in ARS§15-512?
YES ____ NO ____

If any of the above are marked "YES", attach a letter of explanation to include the following information:

- Conviction Charge
- Date
- Court
- City and State of Conviction
- Amount of Fine
- Length of Jail Term or Probation

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Hackberry Elementary School District #3. I authorize Hackberry Elementary School District #3 to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. Furthermore, I understand that I have no right to access any materials submitted and information gathered by the District during the application process and such materials and information are considered the sole property of the Hackberry Elementary School District #3.

APPLICANT SIGNATURE

DATE