

AJO UNIFIED SCHOOL DISTRICT 15

111 Well Road
Ajo, Arizona 85321

APPLICATION (Teacher/Certified Administrator/Substitute)

This application must be completed without reference to a résumé. Applications will remain active for one year. Ajo Unified School District is an Equal Opportunity Employer. The District ensures equal employment opportunities regardless of are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or district office; additionally, program information may be made available in languages other than English.

Please complete every section possible, sign, and date. For a list of supporting documentation, see page 7.

Name: _____
Last First Middle (or initial)

Current Address: _____
Street City State Zip

_____ Message Phone E-Mail Home or cell phone

Employment Preference(s) Indicate below only area(s) in which you are endorsed or qualified to teach.

_____ Administrator _____

_____ Elementary (PRE-K-6)
Preferred grade _____

_____ Middle School (7-9)
Subject Area(s) _____

_____ High School (9-12)
Subject Area(s) _____

_____ Bilingual Education
Level/Area _____

_____ Special Education
Level/Area _____

_____ K-12 Specialist
(art, librarian,
Music, PE, etc.)
Level/Area _____

_____ Substitute _____

PERSONAL DATA (Attach supplemental sheet(s) if necessary)

1. Are you contractually obligated to another district for the period for which you are applying? _____

2. Are you legally authorized to work in the United States of America? _____

If no, have you applied for work authorization? _____

3. When will you be available? _____

4. Other names used on transcripts, certificates, previous applications, past employment:

_____ Date(s) of use _____

5. AZ or other state certificates and endorsements now held or for which you have completed application. (Include expiration dates)

6. Please list any majors, minors, or areas where you have 24 credits or more. Also list any PRAXIS, NES, or state educators' exam that you have passed.

7. Arizona Fingerprint Card No. _____ (if applicable)

8. List languages, including English, in which you are proficient.

a. _____

- Speak
- Read
- Write

b. _____

- Speak
- Read
- Write

c. _____

- Speak
- Read
- Write

PROFESSIONAL AND OTHER WORK EXPERIENCE (Attach supplemental sheets as necessary)

9. Provide employment information below **for at least last ten years** with most recent experience first. "See Resumé" is not responsive. If you have not had three years teaching experience provide student teaching information below.

*Dates Employed Month/Yr	Employer's Name (Include address/phone)	Supervisor's Name	Reason for Leaving	Grade Level Subject Taught
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

* Provide the month and year for each date required.

If you are being considered for employment, the District will contact your current and past employers. If you do not authorize us to contact one or more of the above employers/supervisors, indicate here, listing the employers that you do not authorize us to contact:

10. Please explain any gaps in employment of over 30 days for the past 10 years, except for summer break if employment was in a school that had summer break. Attach supplemental sheet if necessary.

11. EDUCATION AND PROFESSIONAL PREPARATION AFTER HIGH SCHOOL

List schools attended and special training received. "See Resumé" is not responsive.

INSTITUTION	LOCATION	GPA	DEGREE	MAJOR AREA OF STUDY
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Describe additional education not listed above (i.e., graduate hours beyond highest degree earned.)

12. List academic or professional honors you have received _____

13. Describe special abilities, interests or talents applicable to student instruction or activities. _____

14. PROFESSIONAL REFERENCES

List at least three. Attach supplemental sheets if necessary.

Name	Contact telephone	Contact e-mail	Relationship to applicant	Years known

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15. "Yes" answers to any of the following four questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach supplemental sheets if necessary.

15.1. Have you ever been not renewed or dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or request for resignation.

___ Yes ___ No Explanation: _____

15.2 Have you been interviewed or hired for a position at the Ajo Unified School District? If so, what position, and, if employed, how long were you employed? What was your reason for leaving the Ajo Unified School District?

___ Yes ___ No Explanation: _____

15.3 Have you ever had a professional license or certificate revoked or suspended?

___ Yes ___ No Explanation: _____

15.4 Have you ever been convicted of, admitted to committing or plea bargained or are you awaiting trial for any crime (excluding only minor traffic violations). *You must answer yes if the matter was later dismissed, vacated or expunged.* Yes ___ No ___

IF YOU ANSWERED YES TO QUESTION 15.4, COMPLETE THE INFORMATION BELOW. District officials may follow up with you for additional information. Attach supplemental sheets if necessary.

Charge	Date	Court

City
State

Remarks:

Charge	Date	Court

City
State

Remarks:

ACKNOWLEDGMENT: READ CAREFULLY BEFORE SIGNING THIS APPLICATION

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, the District may reject my application; (2) if any false information is furnished, I will be ineligible for consideration for employment; and (3) if I am employed by the District, I may be dismissed from employment if it is later determined that I have furnished false or incomplete information on this application.

I understand that if I am considered for an offer of employment, the District will conduct a background investigation in order to determine my eligibility, qualifications and suitability for employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable) and similar information.

I understand that if I become employed by the District, my employment is conditional and rests upon satisfactory employment reference checks and is subject to the policies and regulations of the District, including submitting proof of authorization to work in the United States. Employment will not be finalized until the background investigation has been completed.

I authorize the use of any information in this application to verify statements I have made in it. I authorize past and current employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, education and previous employment record. I hereby release all such persons from any liability or damages on account of having furnished such information.

Applicant’s Signature _____ Date: _____

SUPPORTING DOCUMENTS

Applications must include:

- 1. Transcripts (copies are acceptable for now; official transcripts will be required if employed.)
- 2. Two letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.

If available, submit copies of the following items with your application:

- 1. Copy of your Arizona teaching Certificate or a certificate from another state.
- 2. Copy of your NES, PRAXIS, or educator exam results.
- 3. Copy of your Arizona fingerprint clearance card, if you have one.