

WORK EXPERIENCE

(Provide information below for employer(s) for at least the last 10 years with most recent experience first.)

Dates:		Employer's Name (Include Address and Phone No.)	Supervisor's Name	Position You Held	Reason For Leaving
Mo./ Yr.					
From					
To					
From					
To					
From					
To					
From					
To					
From					
To					

Please explain any gaps in employment of over 30 days. (For the past 10 years).

"YES answers to the following 3 questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have lead to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

Have you ever been 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.

____ YES/ ____ NO. Explanation: _____

Have you ever had any license or certificate of any kind (state certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the the dates of proceedings, name, address and telephone number of the agency or body where the proceedings took place, a statement of the accusations against you and the final disposition.

____ YES/ ____ NO. Explanation: _____

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (state certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

____ YES/ ____ NO. Explanation: _____

EDUCATION AND TRAINING
(List schools attended and special training received).

Circle Highest Year Completed	High School 7 8 9 10 11 12						College 13 14 15 16			
High School Name	Location	Dates Attended	Year Graduated	Degree	Major Area of Study					
Trade and/or Business School										
College										
Other										

Describe additional education not listed above (i.e. trade schools, business schools, in-service programs, clinics, etc.) _____

What extra curricular activities would you be interested in supervising? _____

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

- | | | |
|-----------|-----------|-----------|
| a. _____ | b. _____ | c. _____ |
| ___ Speak | ___ Speak | ___ Speak |
| ___ Read | ___ Read | ___ Read |
| ___ Write | ___ Write | ___ Write |

Give names, complete addresses and phone numbers (area code plus number, include business and home telephone numbers) of at least two persons, immediate supervisor and another person who directly or indirectly supervised you for your current or most recent position. (Do not use relatives as a reference) List references for the past ten (10) years. [You must submit three (3) letters of reference. (Two of the letters may be from those persons listed below. One must be from another source.)]

Name	Date of Association	Occupation/Position	Phone Number	Address

If you are being considered for employment, the District will contact your current and past employers.

GENERAL INFORMATION

Are you legally authorized to work in the United States of America? Yes ___ No ___

Do you have a driver's license? ___ Yes ___ No License No. _____

Issuing State _____ Expiration Date _____

Do you have a Commercial Driver's license? ___ Yes ___ No What Class? _____

Expiration Date(s) _____

When will you be available? _____

Present position: _____ Salary: _____

Reason for leaving present position _____

QUALIFICATIONS

Name: _____ Date: _____

Position Applying For: _____

Current Phone Number: _____ Current Application Submitted ___ No ___ Yes Date _____

In reference to the position that you are applying for, please provide the following information:

1. Describe how your previous work experience has prepared you for this position. _____

2. What previous jobs or work experience has required you to perform similar job duties. _____

3. Please explain what qualities or abilities you have that you feel will contribute to the Bonita Schools. _____

4. Check items in which you have had 12 months of experience or training:

- | | | |
|--|---|---|
| <input type="checkbox"/> Analyst/Programmer | <input type="checkbox"/> Engine Repair | <input type="checkbox"/> Purchasing/Buyer |
| <input type="checkbox"/> Audio-Visual | <input type="checkbox"/> Food Services | <input type="checkbox"/> Refrigeration Repair |
| <input type="checkbox"/> Auto/Truck Service Worker | <input type="checkbox"/> Gardener | <input type="checkbox"/> Roofer |
| <input type="checkbox"/> Bookkeeper/Accounting | <input type="checkbox"/> Heavy Equipment Operator | <input type="checkbox"/> Secretary/Manual Dictation |
| <input type="checkbox"/> Brailist/Interpreter | <input type="checkbox"/> Library/Bookstore | <input type="checkbox"/> Secretary - Executive |
| <input type="checkbox"/> Bus or Truck Driver | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Secretary - Admin./Ass't |
| <input type="checkbox"/> Carpentry/Woodworking | <input type="checkbox"/> Masonry | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Clerk/Typist | <input type="checkbox"/> Mechanical Work | <input type="checkbox"/> Supervisor/Manager |
| <input type="checkbox"/> Computer Operator | <input type="checkbox"/> Nutritionist | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Office Machine Repair | <input type="checkbox"/> Upholsterer |
| <input type="checkbox"/> Data Processing | <input type="checkbox"/> Painting | <input type="checkbox"/> Warehouse/Receiving |
| <input type="checkbox"/> Diesel/Gas Mechanic | <input type="checkbox"/> Payroll | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Electrical Work | <input type="checkbox"/> Plumbing/Pipefitting | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Electronic Technician | <input type="checkbox"/> Printer/Photographer | <input type="checkbox"/> Other: _____ |

DEFINITIONS

*CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a 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.

**Please note that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement, committing any of the crimes listed in A.R.S. § 15-534(F) and A.R.S. §13-604.01. In conjunction with this will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

A.R.S. §15-534(F)

1. Sexual abuse of a minor.
2. Incest.
3. First or second degree murder.
4. Kidnapping.
5. Arson.
6. Sexual assault.
7. Sexual exploitation of a minor.
8. Felony offenses involving contributing to the delinquency of a minor.
9. Commercial sexual exploitation of a minor.
10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
13. Burglary in the first degree
14. Burglary in the second or third degree.
15. Aggravated or armed robbery.
16. Robbery.
17. A dangerous crime against children as defined in section 13-604.01.***
18. Child abuse
19. Sexual conduct with a minor.
20. Molestation of a child.
21. Manslaughter.
22. Assault or Aggravated assault.
23. Exploitation of minors involving drug offenses.

***A.R.S. §13-604.01: "Dangerous crime against children" means any of the following committed against a minor under the age of 15.

- a. Second Degree murder.
- b. Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
- c. Sexual assault.
- d. Molestation of a child.
- e. Sexual conduct with a minor.
- f. Commercial sexual exploitation of a minor.
- g. Sexual exploitation of a minor.
- h. Child abuse as defined in §13-3623, subsection B, paragraph 1.
- i. Kidnapping.
- j. Sexual abuse.
- k. Taking a child for the purpose of prostitution as defined in 13-3206.
- l. Child prostitution as defined in §13-3212.
- m. Involving or using minors in drug offenses.
- n. Continuous sexual abuse of a child.
- o. Attempted first degree murder.

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE
Bonita Elem. School District No. 16

I, _____ (Applicant's Name), have applied for employment with this school district to work as _____ (job title). I understand that in order for the school district to determine my eligibility, qualifications and suitability for employment, the school district will conduct a background investigation. This investigation may include asking my current and any former employer(s) and educational institution(s) 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(s) for not rehiring, if applicable, along with the reasons for termination of past employment from previous employers and similar information.

1. I voluntarily and knowingly, without reservation, authorize each and every present and past employer or supervisor, college, or university, or other institute of learning, administrator, law enforcement agency, state agency, federal agency, finance bureau/office, collection agency, private business, military branch or the National Personnel Records Center, personal references and/or other persons to give records of information they may have concerning my criminal conviction history, health, character and employment records or another information requested to the school district or its authorized agent.

According to the Family Educational Rights and Privacy Act, I understand I have the right to see most education records that are maintained by any educational institution.

I waive ____/do not waive ____ (initial only one) my right to see any written reference or other information provided to the school district by any educational institution.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

2. According to Arizona Revised Statutes Section 23-1361, any employer who provides a written communication to the school district regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the school district will not further consider my application if it can not complete its background investigation.

I waive ____/do not waive ____ (initial only one) my right to receive a copy of any written communication furnished to the school district by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the school district by employers or educational institutions, I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this school district to complete its background investigation.

3. This authorization and release shall be valid until the _____ day of _____, 00__ and a photographic or facsimile transmitted copy of this authorization shall be as valid as the original.

Dated this _____ day of _____, 00__.

Witness

Applicant/Employee

(Notice to Applicant: If you are offered a position with the Bonita Elem. School District #16, the offer and continued employment will be contingent upon you providing the following information and the background investigation not developing any information that would demonstrate that you are not qualified to work at the District. The following information is not required until you receive that contingent offer.)

Last name, First name, Middle initial: _____

Street Address: _____

Social Security No. _____

Date of Birth _____

Driver's License No.: _____

State Issued _____

IMPORTANT THINGS YOU NEED TO KNOW WHEN APPLYING WITH BONITA ELEM. SCHOOL DISTRICT

- * The Application for Classified Employment must be completed to be considered for employment. Please make sure to read all sections carefully and make sure all handwriting is neat and easy to read.
- * The section marked "Conviction Report" must be completed and signed at the bottom. Any "Yes" answers must be fully explained. If you have any questions, please ask for assistance.
- * If you are selected to become an employee of the Bonita Elem. School District, you will be fingerprinted in accordance with Arizona Revised Statutes 15-512. Failure to be fingerprinted within the specified time is a violation of state statute and will result in termination procedures. Employees are responsible for the cost of the fingerprint check.
- * Fingerprint cards are sent to the Arizona Department of Public Safety for processing. Any information received will be reviewed and compared to the signed conviction report.
- * Telephone reference checks are made on all applicants selected for employment with the Bonita Elem. School District. The work reference and personal reference sections must be completed in order for this process to take place.
- * Please complete the Qualification Sheet for the position you are interested in applying for.
- * Application must be in Personnel by 4:00 p.m. the day the position closes.
- * If you have any problems or questions regarding the accurate completion of your application, please ask. We are glad to help.
- * I have read and understand the above information.

Signature

Date