

**APPLICATION FOR EMPLOYMENT
(VOLUNTEER)**

Bisbee Unified School District #2

519 W. Melody Ln.
Bisbee, Arizona 85603
(520) 432-5381 Fax (520) 432-7622

Name: _____

Last

First

Middle

Address: _____

Street

City

State

Zip

Date of Birth: _____ E-mail address: _____

Social Security Number: _____ - _____ - _____

Telephone Number: Day _____ Evening _____

Are you legally eligible for employment in the United States? Yes No

Date available for work: _____

Desired position(s): _____

List any experience, skills, or qualifications that you feel would benefit our school district.

Have you completed the (BIB) Background Investigation Bureau form on-line? Yes No

Fingerprint Card: Yes No Expiration Date: _____

According to ARS Title 15-512 all non-certified personnel, whether paid or unpaid must have a current fingerprint card on file in the district office. *The school district shall assume the costs of fingerprint checks and may charge these costs to its fingerprinted employee, except that the school district may not charge the cost of the fingerprint check to personnel of the school district who are not paid employees.*

BACKGROUND CHECK

Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?

Yes No

Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, while charges against you or an investigation of your behavior were pending?

Yes No

Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before, any licensing, certification or other regulatory agency or body, public or private?

Yes No

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer?

Yes No

If any of the above statements have been answered “yes”, please explain on a separate sheet.

EDUCATION:

<u>Name & Address Of Institution</u>	<u>Last Year Completed</u>	<u>Graduated</u>	<u>List Diploma/Degree</u>
Elementary	5 6 7 8	Yes / No	
High School	9 10 11 12	Yes / No	
College		Yes / No	
Other		Yes / No	

REFERENCES:

List references qualified to give information demonstrating your skills/qualifications for the position you are seeking.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Notification/Affidavit/Signature

It is the policy of the Bisbee School District not to discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal law. The district abides by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the Superintendent of Schools; or to the Director of the Office For Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

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 this application, or if any false information is furnished, the district will reject my application; (2) if any false information is furnished, I will be ineligible for any 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. I understand that in order for Bisbee Unified School District to determine my eligibility, qualifications and suitability for employment, the school district will conduct a background investigation if I am considered for an offer of 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.

In accordance with Arizona Revised Statute 15-534.B, personnel employed by the district shall certify that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this state or similar offenses in another jurisdiction: Sexual abuse of a minor; incest; first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; felony offenses involving contributing to the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs; felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs; burglary; aggravated or armed robbery; robbery; a dangerous crime against children as defined in section 13-604.01; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; assault or aggravated assault; exploitation of minors involving drug offenses; driving under the influence of intoxicating liquor or drugs, or aggravated driving under the influence of intoxicating liquor or drugs; offenses involving domestic violence.

It is unlawful for a person seeking employment with this district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute 13-604.01. (Second degree murder; aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument; sexual assault; molestation of a child; sexual conduct with a minor; commercial sexual exploitation of a minor; sexual exploitation of a minor; child abuse; kidnapping; sexual abuse; taking a child for the purpose of prostitution; child prostitution; involving or using minors in drug offenses; continuous sexual abuse of a child; attempted first degree murder.)

If employed by the Bisbee School District, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results of fingerprint check, and is subject to (c) the policies and regulations of the district, (d) submitting documentary proof of authorization to work in the United States, (e) and, if required, appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the district.

Under penalty of prosecution and termination, 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 agents of the school district.

Applicant's Signature: _____

Date: _____