

Support Staff Application of Employment

CONTINENTAL SCHOOL DISTRICT NO. 39

Type of position desired: (Check all that apply)

- Bus Driver Groundskeeper Maintenance/Custodian Accounting Clerical Secretarial
 Library Technology Instructional Aide Kitchen
 SPED Instructional Aide
Other _____

All positions require a high school diploma or GED. EXCEPT due to the enactment of the No Child Left Behind Federal Statute, Instructional Aide positions require an Associates Degree or have taken the Para-Professional Test. A copy of transcripts and/or Test Scores must accompany this application.

(PLEASE PRINT)

Date of Application: _____

Name: _____
Last First Middle

Mailing Address: _____
Street City/State Zip

Street Address: _____
Street City/State Zip

Telephone: _____ Social Security Number: _____

Have you ever filed an application with the District before? Yes No
If yes, give date _____

Have you ever been employed with the District before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time If part time, please indicate hours _____

Do you have a Bus Driver's license? Yes No

Would you be willing to submit to a physical examination at the District's expense? Yes No

All Bus Drivers must submit to a yearly physical examination and drug screening

Have you ever been convicted of a felony (excluding minor traffic violations)? Yes No

Have you ever been arrested? Yes No

If you answered yes to any of the previous two questions, please explain: _____

An applicant in this school district shall not be denied employment because of age, marital status, place of residence, race, sex, color, or creed.

Education

| | Elementary School | | | | | High School | | | | | College | | | | Other/Specify | | | |
|------------------------|-------------------|---|---|---|---|-------------|----|----|----|---|---------|---|---|---|---------------|---|---|--|
| School Name & Location | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| Years Completed | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | |
| Diploma or Degree | | | | | | | | | | | | | | | | | | |

| Indicate any foreign languages you can speak, read and/or write | | | | | | |
|---|--------|--|------|--|------|--|
| | Fluent | | Good | | Fair | |
| Speak | | | | | | |
| Read | | | | | | |
| Write | | | | | | |

References (Please exclude relatives)

Name/Title _____ Telephone: _____

Address: _____
Street City/State Zip

Name/Title _____ Telephone: _____

Address: _____
Street City/State Zip

Name/Title _____ Telephone: _____

Address: _____
Street City/State Zip

Employment Experience

Start with your present or last position.

| 1. | Employer and Address | Dates Employed | | Work Performed |
|---------------------|----------------------|----------------|----|----------------|
| | | From | To | |
| | | | | |
| Telephone Number: | | | | |
| Job Title | | Supervisor | | |
| | | | | |
| Reason for Leaving: | | | | |

| 2. Employer and Address | | Dates Employed | | Work Performed |
|-------------------------|------------|----------------|----|----------------|
| | | From | To | |
| Telephone Number: | | | | |
| Job Title | Supervisor | | | |
| | | | | |
| Reason for Leaving: | | | | |

| 3. Employer and Address | | Dates Employed | | Work Performed |
|-------------------------|------------|----------------|----|----------------|
| | | From | To | |
| Telephone Number: | | | | |
| Job Title | Supervisor | | | |
| | | | | |
| Reason for Leaving: | | | | |

| 4. Employer and Address | | Dates Employed | | Work Performed |
|-------------------------|------------|----------------|----|----------------|
| | | From | To | |
| Telephone Number: | | | | |
| Job Title | Supervisor | | | |
| | | | | |
| Reason for Leaving: | | | | |

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. If listing computer experience, please include types of software and operating systems you are familiar with.

I certify that all information given on this application is true and complete. I understand that obtaining employment through false or incomplete statements may be grounds for dismissal.

_____/_____
Typed or Printed Name of Applicant *Signature of Applicant* *Date*

**CONSENT TO CONDUCT BACKGROUND
INVESTIGATION AND RELEASE**

This form must be completed and signed in order to be considered for employment

I, _____, (applicant's name), have applied for employment with the Continental School District to work as a _____(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 to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any 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 of enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

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

In light of the preceding paragraph, I waive_____/do not waive_____ (initial only one) my right to see any written reference or other information provided to the School District by an educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that 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 cannot complete its background investigation.

In light of the preceding paragraph, 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.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

Dated this _____ day of _____, 20_____.

Witness

Applicant

PLEASE RETURN APPLICATION TO:

Continental School District No. 39
1991 E. White House Canyon Road
P.O. Box 547
Green Valley, AZ 85622

Telephone: (520) 625-4581 Facsimile: (520) 648-2569