

COCONINO COUNTY
Accommodation School District
Certified Employment Application

2384 N. Steves Blvd. • Flagstaff, Arizona 86004 • phone (928) 526-5570 • fax (928) 526-5720

POSITION APPLYING FOR: _____

PERSONAL DATA

Date:

Name:

Last

First

Middle

Address:

Street

City / State

Zip Code

Phone: ()

Primary

()

Message

Social Security:

Date Available:

Other name(s) used:

Languages Spoken: _____

Date Available for Employment: _____

Have you ever been dismissed from a position or asked to resign? Yes No

If yes, please explain:

May we contact your present employer: _____

Applicant Checklist

Application

The Coconino County Accommodation School District affirms

Certification

References (3)

Fingerprint Clearance Card

Equal Opportunity Employer

it does not discriminate on the basis of race, color, national origin, sex, age or disability in access or admissions to, success or treatment in, any of its educational programs activities, or employment opportunities.

Notarized Certification Form

PROFESSIONAL EXPERIENCE

Position: FT PT
Dates: to Employer:
Address: Street City/State Zip
Supervisor: Phone: ()
Grades / Subjects: (if applicable)
Nature of Work:
Reason for Leaving:

Position: FT PT
Dates: to Employer:
Address: Street City/State Zip
Supervisor: Phone: ()
Grades / Subjects: (if applicable)
Nature of Work:
Reason for Leaving:

Position: FT PT
Dates: to Employer:
Address: Street City/State Zip
Supervisor: Phone: ()
Grades / Subjects: (if applicable)
Nature of Work:
Reason for Leaving:

Additional Skills / Experience / Qualifications: _____

Have you ever been asked to resign or failed to receive a continuing contract? Yes No

If yes, please explain: _____

REFERENCES

Please give names and addresses of three references who are familiar with your personality, character, and work performance.

Name:		Position:	
Address:		Phone: ()	
	Street	City / State	Zip
Name:		Position:	
Address:		Phone: ()	
	Street	City / State	Zip
Name:		Position:	
Address:		Phone: ()	
	Street	City / State	Zip

CERTIFICATION

Please list all Arizona certifications held for which you are eligible (*please note*). Please include endorsements.

Certificates and Endorsements	Expiration Dates
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EDUCATION

Please list *all* schools attended, beginning with high school and continuing through graduate / professional degrees. "SEE RESUME" is not sufficient.

School:		Dates Attended		to
Major:		Minor:	Degree: <input type="checkbox"/> Completed <input type="checkbox"/> Expected	When
Address:				
	Street		City / State	Zip

School: _____ Dates Attended _____ to _____
Major: _____ Minor: _____ Degree: Completed Expected When _____
Address: _____ Street _____ City / State _____ Zip _____

School: _____ Dates Attended _____ to _____
Major: _____ Minor: _____ Degree: Completed Expected When _____
Address: _____ Street _____ City / State _____ Zip _____

Undergraduate GPA _____ Graduate GPA _____ Hours beyond most recent degree _____
Professional workshops, seminars, pilot projects, etc., pertinent to education, in which you have participated:

PREFERRED LOCATIONS

I will substitute in the following sites: All Sites

Ponderosa High School
2384 N. Steves Blvd., Flagstaff, AZ 86004

Tse'Yaato' High School
P.O. Box 3477, Page, AZ 86040

Coconino County Juvenile Detention
1000 East Sawmill, Flagstaff, AZ 86001

Coconino County Jail
951 East Sawmill, Flagstaff, AZ 86001

CONVICTION FORM

Due to the tremendous responsibility Coconino County Superintendent of Schools has to its school children and community, the following information is needed from all applicants and employees regarding convictions.* A conviction on record does not prohibit employment; however, failure to complete this form accurately may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Personnel Director. Please read carefully and answer every question.

1. Have you ever been convicted of a minor offense other than a traffic violation, or admitted to one in open court pursuant to a plea agreement? Yes No
2. Have you ever been convicted of a felony, or admitted to one in open court pursuant to a plea agreement? Yes No
3. Have you ever been convicted of a sex or drug-related offense, or admitted to one in open court pursuant to a plea agreement? Yes No
4. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604-01**, or admitted to one in open court pursuant to a plea agreement? Yes No

If any of the boxes are marked "YES" please fill in the information below and attach a letter of explanation. PLEASE PRINT.

Conviction Charge:	Date of Conviction:	Court of Conviction:
City/State:	Amount of Fine:	Length of Jail Term:
Remarks:		

Conviction Charge:	Date of Conviction:	Court of Conviction:
City/State:	Amount of Fine:	Length of Jail Term:
Remarks:		

Conviction Charge:	Date of Conviction:	Court of Conviction:
City/State:	Amount of Fine:	Length of Jail Term:
Remarks:		

* Conviction means the final judgment on a verdict or a finding 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.

** ARS 13-604-01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined 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, and sexual abuse.

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 the Coconino County Superintendent of Schools to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal

Signature:

Date:

Notarized ARS 15-512 Certification Form

Name

Position

I, _____ being duly sworn, do hereby certify that I have never been
(Signature)

Convicted of or admitted committing, am not now awaiting trial for committing any of the following criminal offenses in the State of Arizona or similar offenses in any other 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 marijuana or dangerous narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
- Misdemeanor offense involving the possession or use of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in 13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Exploitation of minors involving drug offenses

Subscribed, sworn to, and acknowledged before me by _____

On the day of _____, _____

In _____ County, State of _____

(Seal)

Notary Public