OWENS WHITNEY ELEMENTARY DISTRICT #6

APPLICATION FOR CLASSIFIED EMPLOYMENT

- The Owens Whitney Elementary District #6 intends to comply with the spirit of the law and regulations and will not discriminate on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation or any other unlawful basis in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation act of 1973, the Americans with Disabilities Act, and any other applicable laws and regulations.

Name: Date:

Phone Number:

Address:

City: State: Zip code:

- The Application for Classified Employment must be completed in full to be considered for employment. Please make sure to read all sections.
- The section marked conviction report must be completed. Any "yes" answers must be fully explained.
- If you are selected to become an employee of Owens Whitney School District #6, you will be required to provide fingerprints, in accordance with the Arizona Revised Statutes Section 15-512. Failure to be fingerprinted within the specified time is a violation of statute and will result in termination procedures. Employees are responsible for the cost of the fingerprint check.
- If you have any problems or questions regarding the accurate completion of your application, please ask. We will be glad to help you.
- **I have read and understand the above information**

Signature:

OWESD
An equal opportunity organization

OWENS WHITNEY ELEMENTARY DISTRICT # 6
Classified Employment Application

APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City			State			ZIP					
Phone		E-mail Address				Driver's license #:					
Date Available			Social Security No.			Desired Salary					
Position Applied for			☐ Full-time ☐ Part-time ☐ Temporary								
Are you a citizen of the United States?		YES ☐	NO ☐	If no, are you authorized to work in the U.S.?		YES ☐	NO ☐				
Have you ever worked for this company?		YES ☐	NO ☐	If so, when?							
In case of Emergency Contact:											

EDUCATION									
High School				Address					
From		To		Did you graduate?	YES ☐	NO ☐	Degree		
College				Address					
From		To		Did you graduate?	YES ☐	NO ☐	Degree		
Other				Address					
From		To		Did you graduate?	YES ☐	NO ☐	Degree		
Describe additional training not listed above (i.e. business school, etc), list any Certificates, licenses, or other proof of technical or professional competence:									

REFERENCES			
Please list three professional references.			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?	YES ☐	NO ☐			
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?	YES ☐	NO ☐			
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?	YES ☐	NO ☐			

PROFESSIONAL EXPERIENCE OR TRAINING

Check any items in which you have had 12 months experience or training

☐	Bookkeeping/Accounting	☐	Food Service	☐	Secretary/manual dictation
☐	Gardener	☐	Carpentry/Woodworking	☐	Heavy Equipment Operator
☐	Clerk Typist	☐	Computer	☐	Warehouse/Receiving
☐	Mechanical Work	☐	Custodial	☐	Painting
☐	Word Processing	☐	Data Processing (other than word)	☐	Payroll
☐	Receptionist	☐	Plumbing	☐	Electrical Work
☐	Electrical Technician	☐	Other:	☐	Other:

Can you perform the essential functions of the job for which you are applying? Please explain.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I agree that the District shall not be held liable in any respect if my employment is terminated because of false or misleading information in my application or interview. I authorize Owens Whitney Elementary District #6 to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation or governmental agency to disclose to Owens Whitney District any information they may have regarding me. In consideration of the School District's review of this application, I hereby release the district as well as all providers of information from any liability and any damage which may result from the furnishing and receiving of this information. A copy of this authorization and release is as valid as the original and should be recognized as such. NOTE: Any misstatements of material fact in your application may be cause for dismissal.

Signature of Applicant		Date	

**Your application will remain in our active file approximately for one year.*

CONVICTION REPORT

Because of the responsibility the *Owens Whitney School District #6* has to its school children and community, the following information is needed from all applicants and employees regarding convictions*. A record of conviction does not necessarily disqualify applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent's office. In conjunction with this, if you were not fingerprinted by the Arizona Department of Education when you received your certificate, you will submit fingerprints for a background check.

Please read carefully and answer every question. Please print clearly. Use additional paper if needed.

Name _____
Last First Middle

Other names used _____ Date of Use: _____

	YES	NO
Have you ever been convicted of a minor offense other than traffic violations? (A DUI conviction is not considered a minor traffic offense)		
Have you ever been convicted of a felony?**		
Are you now awaiting trial on a felony charge?		
Have you ever been convicted of a sex or drug related offense?		
Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. 13-705?***		

I, _____ being first duly sworn upon my oath, hereby state the following: That I am 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 following criminal offenses in Arizona or similar offenses in another jurisdiction. *Conviction means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of no contest 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. 13-705. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

A.R.S.15-512(D)

- 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 exploitation of a minor
- Felony offenses involving sale, distribution, transportation of, or offer to; sell transport of or distribution of marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
- Misdemeanor offenses 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 section 13-604.01***
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Voluntary manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

***A.R.S. 13-705: "Dangerous Crime Against Children" means any of the following committed against a minor under the age of fifteen (15) years of age:

- Second Degree Murder
- Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument.
- Sexual assault
- Molestation of a child
- Sexual conduct with a minor
- Commercial sexual exploitation of a minor
- Child abuse as defined in 13-3623, subsection B
- Kidnapping
- Sexual abuse
- Taking a child for the purpose of prostitution
- Child prostitution
- Involving or using minors in drug offenses

	CONVICTION INFORMATION		
1. Conviction Charge		Date of Conviction:	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks:			