



**REASONABLE ACCOMMODATION** : Any applicant with a disability who needs reasonable accommodation in any step of the application process should notify a representative in the Human Resources Department.

**PERSONAL DATA** (Please type or print)

1. Name \_\_\_\_\_ Date \_\_\_\_\_

2. Do you have a driver's license? .....  Yes  No

License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

**WORK EXPERIENCE**

3. List current and/or previous employers — put most recent experience first. The district will contact your current employer for a reference. If you need additional space, please ask for a supplementary form.

DATES EMPLOYED	EMPLOYER'S NAME (include address)	PHONE	SUPERVISOR'S NAME	REASON FOR LEAVING	YOUR POSITION TITLE & SALARY
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					
From _____ To _____					

**EDUCATION**

4. List schools attended and special training received:

Circle highest year completed High School 7 8 9 10 11 12 College 13 14 15 16

	Name	Location	Dates Attended	Year Graduated	Diploma Degree	GED	None
High School							
College or Technical School							

Indicate college hours completed or degree awarded \_\_\_\_\_

**PROFESSIONAL EXPERIENCE OR TRAINING**

5. Describe additional training not listed above (i.e., trade school, business schools, etc.)

\_\_\_\_\_

6. Please explain any gaps in employment of over 30 days \_\_\_\_\_

7. Have you ever been dismissed or non-renewed from a position? .....Yes

No

If yes, explain \_\_\_\_\_

8. Have you ever been asked to resign from a position?.....Yes

No

If yes, explain \_\_\_\_\_

9. Have you ever resigned from a position rather than being dismissed? .....Yes

No

If yes, explain \_\_\_\_\_

10. Have you ever resigned rather than face disciplinary action and/or non-renewal by an employer? Yes

No

If yes,

explain \_\_\_\_\_

11. Have you ever been disciplined for any reason which resulted in suspension from work (with or without pay)? Yes No

If yes, please explain reason for discipline and conditions of suspension \_\_\_\_\_

### PERSONAL REFERENCES

12. Give names and complete addresses of two or three references who are familiar with your personality, character and work habits. (Do not use relatives as references.) Please give numbers of references that can be contacted Monday through Friday between 9:00 a.m. and 5:00 p.m.

Name	Years Known	Official Position	Work Phone	Home/Cell Phone

### SELECTIVE SERVICE REGISTRATION (In compliance with A.R.S. §38-201)

16. Are you required to be registered with the Selective Service System?.....Yes

No

If yes, please state the place of registration indicating the following:

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City State Local Board Number

Selective Service Number \_\_\_\_\_

**CRIMINAL ACTIVITY REPORT**

Because of the responsibility Yavapai Accommodation School District has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction\* does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to Human Resources. Please read carefully and answer every question. All applicants who are offered employment will be fingerprinted at time of hire.

1. Name \_\_\_\_\_

2. Other names used \_\_\_\_\_

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside.

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

- 3. Have you ever been convicted\* of any misdemeanor offense(s) other than traffic violation(s)? Yes No
- 4. Have you ever been convicted\* of a DUI offense? .....Yes No
- 4. Have you ever been convicted\* of a felony?.....Yes No
- 5. Have you ever been convicted\* of a sex or drug related offense? .....Yes No
- 6. Have you ever been convicted\* of a dangerous crime against children as defined in A.R.S. § 13.604.01?\*\*\*  
..... Yes No
- 7. Have you ever been arrested for any offense which has not yet been resolved? ..... Yes No

**CONVICTION INFORMATION**

1. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS:		LENGTH AND TERMS OF PROBATION:	
2. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS:		LENGTH AND TERMS OF PROBATION	

\***CONVICTION** is defined as any time you were found guilty of an offense and:

- forfeited a bond;
- received a "suspended" sentence;
- received a "deferred" sentence;
- served a term of probation;
- conviction was expunged or set aside;
- served time in prison; and/or paid a fine;
- served time in city or county jail;
- plea of nolo contendere

\*\* A.R.S. §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §13.604.01 as second degree murder, aggravated assault, 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 and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment. I understand that, if I am considered for an offer of employment, the Yavapai Accommodation School District will conduct a background investigation for the District to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed. 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 the District to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. **Furthermore, I understand that I have no right of access to any materials submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of the Yavapai Accommodation School District.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Position(s) desired \_\_\_\_\_

Yavapai Accommodation School District is an Equal Opportunity Employer and, as such, employs the best qualified individuals for all vacancies regardless of national origin, race, color, creed, religion, marital status, age, sex, handicap/disability or any other legally protected status. In order for the District to determine the racial and sexual distribution of applicants, it would be helpful if you would complete the following information. This information will be kept confidential and will not be filed with or made a part of your application file.

Please check the appropriate items in each of the following categories:

ETHNIC BACKGROUND	SEX
<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> African-American <input type="checkbox"/> Other _____	<input type="checkbox"/> Female <input type="checkbox"/> Male

If you do not wish to furnish the above information, check here.

## YAVAPAI ACCOMMODATION SCHOOL DISTRICT

### Consent to Conduct Background Investigation and Release/Waiver

I, \_\_\_\_\_, have applied for employment with Yavapai Accommodation  
*Print Name* School District.

I understand that in order for the District to determine my eligibility, qualifications, and suitability for employment, they 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 about my education, training, experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, position(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information.

**I hereby give my consent for any employer to release any information requested in connection with this background investigation. By my signature below, I hereby waive my right to review this reference, and I understand that the contents of this reference will not be available to me now, or at any future time.**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_  
Applicant's signature