



HOTEVILLA BACAVI COMMUNITY SCHOOL
P.O. Box 48, Hotevilla, Arizona 86030 Phone (928) 734-2462 Fax (928) 734-2225

APPLICATION FOR EMPLOYMENT

Dear Applicant:

Thank you for expressing interest in employment at Hotevilla Bacavi Community School (HBCS). Please submit the required documents listed below along with your completed Employment Application to the HBCS Human Resource Office. Your application will be screened to determine if you meet the qualifications for the position you are applying for.

Required Documents:

1. Complete Employment Application
2. Letter of Interest
3. Resume
4. Copy of Certification (i.e. Teaching, CDL, endorsements)
5. Copy of unofficial Transcripts
6. Copy of Degree
7. Certificate of Indian Blood

Applications without the required documents will be considered incomplete. **If you are qualified and considered for the position you are subject to Local, State, and Federal Law Enforcement background checks. Upon hire, additional required documents will need to be submitted.**

1. Arizona DPS Fingerprint Clearance Card (Certified, School Bus Drivers, Substitute)
2. Official Transcripts
3. Valid Driver's License
4. Social Security Card
5. CPR/First Aid Certification

If you have any questions please call the telephone number listed above.

Thank you,

Human Resource Office

HOTEVILLA BACAVI COMMUNITY SCHOOL

P.O. Box 48, Hotevilla, Arizona 86030 (928) 734-2462 Phone (928) 734-2225 Fax

APPLICATION FOR EMPLOYMENT

This application must be completed in full regardless whether your resume' is attached. Applications will be retained for one year.

Hopi Preference: It is the policy of HBCS, in all employment decisions, to give preference first to qualified Hopi persons and secondly, to qualified Indians.

Equal Opportunity Employer: HBCS does not discriminate on the basis of age, race, color, religion, sex, material status, handicap/disability, or national origin.

Notice to Applicant: Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), Public Law 101-630 (codified in 25 United States Code § 3207) requires a national criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment.

Full Name			
Last Name	First Name	Middle Name	Jr., II, etc.
Mailing Address		City/State	Zip Code
Date of Birth (Month, Day, Year)		Social Security Number	Driver's License No.
Personal Email Address		Work Email Address	
Home Telephone No.	Cell/Mobile No.	Work/Alternative No.	
Other Names Used- Maiden name, from a former marriage, alias(s), or nickname(s). If you have responded "Yes" to having used other names, provide your other name(s) used and the reason why the name changed. ☐ Yes ☐ No			
Name		Provide the reason(s) why the name change	
Name		Provide the reason(s) why the name change	
Position(s) Desired (indicate one or more)		Type of Endorsement (Check all that apply if applying for teaching or administrative position)	
a) _____		☐ Bilingual ☐ Gifted ☐ Reading Specialist	
b) _____		☐ Library Media Specialist ☐ Other: _____	
c) _____			
Type of Certification	Expires		
Elementary Education certificate			
Special Education certificate			
Substitute certificate			
Principal certificate			
Other certifications:			
Grade Level Preference (please circle one if applying for a teaching position)			
Kindergarten	1 st	2 nd	3 rd
	4 th	5 th	6 th
	7 th	8 th	No preference
Additional Information			
Do you have the legal right to accept employment in the United States? ☐ YES ☐ NO			
Do you have a physical condition which may limit your ability to perform the job for which you are applying? ☐ YES ☐ NO			
Will you work beyond your normal work hours? ☐ YES ☐ NO			
Are you able to meet the attendance requirements of the position? ☐ YES ☐ NO			
Date available for work: _____			

EDUCATION:

☐ **GED:** Yes _____ No _____ Date received _____

Name and Address of site: _____

List last name(s) if different than above at the time of attendance: _____

☐ _____ Mo _____ Yr. _____ to Mo _____ Yr. _____

Name of High School

_____ Diploma Received: ☐ Yes ☐ No
Street Address, City, State, Zip Code

Date of Graduation: Mo _____ Yr. _____

List last name(s) if different than above at time of high school attendance: _____

☐ _____ Mo _____ Yr. _____ to Mo _____ Yr. _____

Name of College/University

_____ Degree Received: ☐ Yes ☐ No
Street Address, City, State, Zip Code

Degree(s)/Major(s) _____ Date Degree Received _____

List last name(s) if different than above at time of college attendance: _____

☐ _____ Mo _____ Yr. _____ to Mo _____ Yr. _____

Name of College/University

_____ Degree Received: ☐ Yes ☐ No
Street Address, City, State, Zip Code

Degree(s)/Major(s) _____ Date Degree Received _____

List last name(s) if different than above at time of college attendance: _____

☐ _____ Mo _____ Yr. _____ to Mo _____ Yr. _____

Name of College/University

_____ Degree Received: ☐ Yes ☐ No
Street Address, City, State, Zip Code

Degree(s)/Major(s) _____ Date Degree Received _____

List last name(s) if different than above at time of college attendance: _____

☐ _____ Mo _____ Yr. _____ to Mo _____ Yr. _____

Name of College/University

_____ Degree Received: ☐ Yes ☐ No
Street Address, City, State, Zip Code

Degree(s)/Major(s) _____ Date Degree Received _____

List last name(s) if different than above at time of college attendance: _____

☐ **Type of Professional License/Certification** _____ State _____ Date Received _____

License/Certification # _____

Location where License/Certification was received _____

Employment - List your employment activities beginning with the present and working back five (5) years.

For periods of unemployment, list dates and "unemployed" or "attending school."

Include the month and the year in the dates for each employment activity listed.

Month/Year	Month/Year	Employer Name	Phone Number	Position Title		
1)	To					
Employer Address			City	State	Zip Code	
Supervisor's Name		Title	Email	Telephone Number ()		
Starting Salary or Per hour:			Ending Salary or Per hour:			
Duties:						
Reason for leaving:						
Month/Year	Month/Year	Employer Name	Phone Number	Position Title		
2)	To					
Employer Address			City	State	Zip Code	
Supervisor's Name		Title	Email	Telephone Number ()		
Starting Salary or Per hour:			Ending Salary or Per hour:			
Duties:						
Reason for leaving:						
Month/Year	Month/Year	Employer Name	Phone Number	Position Title		
3)	To					
Employer Address			City	State	Zip Code	
Supervisor's Name		Title	Email	Telephone Number ()		
Starting Salary or Per hour:			Ending Salary or Per hour:			
Duties:						
Reason for leaving:						

Continuation Employment							
Month/Year	Month/Year	Employer Name	Phone Number		Position Title		
4)	To						
Employer Address				City	State	Zip Code	
Supervisor's Name		Title	Email			Telephone Number ()	
Starting Salary or Per hour:				Ending Salary or Per hour:			
Duties:							
Reason for leaving:							
Continuation Employment							
Month/Year	Month/Year	Employer Name	Phone Number		Position Title		
5)	To						
Employer Address				City	State	Zip Code	
Supervisor's Name		Title	Email			Telephone Number ()	
Starting Salary or Per hour:				Ending Salary or Per hour:			
Duties:							
Reason for leaving:							

For any of the employment history listed above have you received a written warning, been officially reprimanded, suspended or disciplined for misconduct in the workplace, such as violation of policy? ☐Yes ☐NO

If yes, provide the reason (s) for being warned, reprimanded, suspended or disciplined and date (month/year).

For any of the employment history provided for the last 5 years you have been fired, quit after being told you would be fired, left by mutual agreement including charges or allegations of misconduct, left by mutual agreement following notice of unsatisfactory performance. ☐Yes ☐NO

If yes, provide the reason (s) and departure date (month/year):

Residence – List where you have lived, beginning with the most recent and working back five (5) years. Include the month and the year in the dates for each residence listed.					
Month/Year	Month/Year	Street Address	City	State	Zip code
1)	To PRESENT				
Month/Year	Month/Year	Street Address	City	State	Zip code
2)	To				
Month/Year	Month/Year	Street Address	City	State	Zip code
3)	To				
Month/Year	Month/Year	Street Address	City	State	Zip code
4)	To				
Month/Year	Month/Year	Street Address	City	State	Zip code
5)	To				
Residence/Employment in an Indian Community – List any Indian Reservation, Village, Pueblo, Rancheria, and/or Indian community in which you have <u>lived</u> or <u>worked</u> in the last five (5) years.					
References – List five (3) people who know you well. They should be good friends, peers, roommates, etc., and who have known you for at least the last five (3) years. Do not list relatives or anyone who is listed elsewhere on this questionnaire.					
1) Name		Dates Known Month/Year Month/Year To		Telephone Number ☐ Work () ☐ Cell () ☐ Home ()	
Home or Work Address, City, State, Zip Code:		Email:			
Provide relationship to you (Check all that apply): ☐ Work Associate ☐ Friend ☐ Schoolmate ☐ Neighbor ☐ Other				☐ Professional ☐ Personal	
2) Name		Dates Known Month/Year Month/Year To		Telephone Number ☐ Work () ☐ Cell () ☐ Home ()	
Home or Work Address, City, State, Zip Code:		Email:			
Provide relationship to you (Check all that apply): ☐ Work Associate ☐ Friend ☐ Schoolmate ☐ Neighbor ☐ Other				☐ Professional ☐ Personal	
3) Name		Dates Known Month/Year Month/Year To		Telephone Number ☐ Work () ☐ Cell () ☐ Home ()	
Home or Work Address, City, State, Zip Code		Email:			
Provide relationship to you (Check all that apply): ☐ Work Associate ☐ Friend ☐ Schoolmate ☐ Neighbor ☐ Other				☐ Professional ☐ Personal	
Military History					
1.) Have you served in the United States military? If "YES," please provide a copy of your DD214.				☐ Yes ☐ No	
2.) Have you <u>ever</u> received other than an honorable discharge from the military? If "YES," provide the circumstances, date of discharge and type of discharge below.				☐ Yes ☐ No	
Month/Year		Type of Discharge		Circumstances	

Continuation

Background Information – For all questions, provide all additional required information in the space provided or on a separate sheet. Ensure full name and social security number is on any attachments to this questionnaire.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), Public Law 101-630 (codified in 25 United States Code § 3207) requires a national criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. The following includes questions required by the above referenced citations:

3.) In the last five (10) years, have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? (include all qualifying charges, convictions or sentences in any federal, state, local, military, tribal, or non-U.S. court)(Leave out traffic fines of less than \$150.00.) If "YES", use item 9 to provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.	YES ☐	NO ☐
4.) Have you been convicted by a military court-martial in the past five (5) years? If "YES," use item 9 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.	YES ☐	NO ☐
5.) Are you now under charges for any violation of law or awaiting a trial on criminal charges? If "YES," use item 9 to provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.	YES ☐	NO ☐
6.) Have you EVER been arrested for or charged with a crime involving a child or offenses committed against children? If "YES," use item 9 to provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.	YES ☐	NO ☐
7.) Have you EVER been arrested or convicted of a crime involving: • a child; • violence (including but not limited to domestic violence, assault, battery, manslaughter, murder, robbery, etc.); • sexual assault, sexual molestation, sexual exploitation, sexual contact, or prostitution; • crimes against persons (including but not limited to domestic violence, assault, battery, harassment, etc.);	YES ☐	NO ☐

8.) If you have answered "YES" for any of the above questions in this section, explain your answer(s) below and provide court documentation for the information submitted.

Question#	Month/Year	Offense	Action Taken	Arresting Law Enforcement /Military Agency	State	Zip Code

10.). During the last five (5) years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems? If "YES," use item 25 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.	YES ☐	NO ☐
11.) In the last five (5) years have you illegally used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogens (LSD, PCP, etc.), or have you illegally used prescription drugs? If "YES," use item 12 below to provide the date(s) of use, identify the controlled substance(s) and/or prescription drugs used, and the number of times each was used. Include any treatment or counseling received.	YES ☐	NO ☐

12.) Use this space to provide explanations to any of the above questions you have answered "YES" on this questionnaire or for which you need more space.

It is noted, with reference to this questionnaire, that neither your truthful responses nor information derived from your responses to this questionnaire will be used as evidence against you in a subsequent criminal proceeding.

Certification that My Answers are True

My statements on this questionnaire, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this questionnaire or its attachments may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment.

Applicant's Initials Date

I certify that my responses to the above questions are made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a national criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the **Hotevilla Bacavi Community School** and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Printed Name

Date

(Use Separate Sheet for additional information, if necessary)

I, _____, certify that my response to these questions are made under Federal penalty of perjury, which is punishable by fines or imprisonment, and that I have received notice that a criminal check will be conducted. I understand my right to challenge the accuracy and completeness of any information contained in the report.

Date _____



I. Local Law Enforcement inquiry check

THE PERSON IDENTIFIED BELOW IS EMPLOYED, BEING CONSIDERED FOR EMPLOYMENT, OR AS A VOLUNTEER. THE DUTIES AND RESPONSIBILITIES OF THIS POSITION ALLOW REGULAR CONTACT WITH OR CONTROL OVER INDIAN CHILDREN. TO BE IN FULL COMPLIANCE WITH APPLICABLE LAWS GOVERNING P.L. 100-297 GRANT SCHOOLS, WE ARE REQUESTING FOR BACKGROUND CHECKS. WE HAVE ON FILE, RELEASE OF INFORMATION FORMS TO CONDUCT A COMPLETE BACKGROUND INVESTIGATION. WE REQUEST RECORDS CHECK FOR THE PAST FIVE YEARS.

Name: _____

D.O.B.: _____

Previous Names Used: _____

SSN#: _____

Signature _____

Date _____

OFFICIAL USE (DO NOT SIGN BELOW)

DO YOUR RECORDS SHOW THE IDENTIFIED PERSON BEING ARRESTED OR CONVICTED OF ANY CRIMINAL OFFENSE AGAINST THE LAW, FORFEITED COLLATERAL, OR IS NOW UNDER CHARGES FOR ANY OFFENSE AGAINST THE LAWS: (EXCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF \$100 OR LESS WAS IMPOSED, ANY OFFENSE COMMITTED BEFORE 18TH BIRTHDAY WHICH WAS ADJUDICATED IN A JUVENILE COURT OR ANY CONVICTION RECORD OF WHICH HAS BEEN EXPUNGED UNDER FEDERAL OR STATE LAWS).

☐ Yes

☐ No

I. IF YOU ANSWER IS “YES”, PLEASE LIST EACH CHARGE BELOW

DATE	AGE GIVEN	OFFENSE	DISPOSITION

RECORD CHECK CONDUCTED BY:

Name: _____ Title: _____ Date: _____

PLEASE RETURN THE COMPLETED FORM TO THE ATTENTION OF HUMAN RESOURCES