



ORACLE SCHOOL DISTRICT #2

Human Resources Department
2618 W. El Paseo PO Box 1720
Oracle, Arizona 85623
Phone: (520) 896-3071
Fax: (520)896-3088
www.osd2.org

Employment Application

Note: Applications will be reviewed and the most qualified will be invited to an examination and / or interview. Only applicants selected for testing / interview will be notified.

APPLICANT INFORMATION					
Last Name:		First Name:		M.I.:	Date:
Mailing Address:				Apartment#:	
City:		State:		ZIP:	
Phone:		E-mail Address:			
Position Applying for:					
Why are you interested in applying for this position?					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify the applicant from employment)		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
EDUCATION					
High School:			Highest Grade Completed:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date of Graduation:
College:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other Related Training:					

JOB EXPERIENCE REFERENCES:

Please list three professional references, excluding friends and family members whom have specific knowledge of your skills in the job for which you are applying.

REFERENCE NUMBER 1:

Full Name:	Relationship:
Company:	Phone:
Address:	

REFERENCE NUMBER 2:

Full Name:	Relationship:
Company:	Phone:
Address:	

REFERENCE NUMBER 3:

Full Name:	Relationship:
Company:	Phone:
Address:	

ADDITIONAL EXPERIENCE:

List useful experiences, qualifications or skills that relate to the position for which you are applying. (Examples: volunteer work, shorthand speed, publications, boards or commissions served, etc.)

ACKNOWLEDGEMENT OF APPLICANT
READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

- A. Every answer I have provided on this application is both complete and truthful. I understand and agree that:
 - a. If any information is omitted from or not completed on this application, or if any false information is furnished, the District will reject my application.
 - b. If any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and
 - c. If I am employed by the District, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

- B. Carefully read the attached page titled: *Applicant Questions* and answer in its entirety.

- C. I authorize the Oracle School District #2 to contact such persons as it deems necessary and inquire about my personal or educational background, work experience, character and personality.

Signature: _____ Date: _____ 1
09/2010

EMPLOYMENT EXPERIENCE

List in reverse order starting with your present or last job. List each promotion as a separate job. Include self-employment and relevant volunteer work. Under "responsibilities," describe exactly what job you performed. List tasks in order of importance, with the most important task first. All information that you wish to be considered must be recorded on the application or continuation sheet. Resumes will only serve as a supplement to the completed application.

Current or Last Employer:		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 <input type="checkbox"/>	NO <input type="checkbox"/>
Previous Employer:		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 <input type="checkbox"/>	NO <input type="checkbox"/>
Previous Employer:		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 <input type="checkbox"/>	NO <input type="checkbox"/>
Previous Employer:		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 <input type="checkbox"/>	NO <input type="checkbox"/>
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			
LANGUAGE PROFICIENCY (OTHER THAN ENGLISH): INDICATE "E" FOR EXCELLENT, "G" FOR GOOD, "F" FOR FAIR:			
Language:	Speak:	Read:	Write:
Language:	Speak:	Read:	Write:

Oracle School District #2

Applicant Questions

“YES” answers to the following four (4) questions will not necessarily result in denial of an employment offer or employment. The Oracle School District #2 will consider all circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist The Oracle School District #2 in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

- 1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations NOT involving any allegation of drug or alcohol impairment)? You must answer “YES” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “YES” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Explanation:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

- 2. Have you ever dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Explanation:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

- 3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against before any licensing, certification or other regulatory agency or body, public or private? If you answer “YES” you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Explanation:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

- 4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “YES” you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Explanation:	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

EXHIBIT

SUPPORT STAFF HIRING

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the Oracle 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 or 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 [1]) my right to see any written reference or other information provided to the School District by any 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 [1]) 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