

CAMELBACK ACADEMY

CLASSIFIED APPLICATION

Thank you for your recent inquiry concerning employment opportunities within Camelback Academy. To complete your file, please use the reference below:

- Complete Application – All areas must be **completely** filled out as indicated.
- Complete Consent to Conduct Background Investigation form enclosed.
- Sign and date the Classified Hiring Procedures form enclosed.
- Provide two recent letters of recommendation from previous employers.

Once the above items are on file in the Human Resources Department, your application is considered complete, and will be kept on file for one year.

CAMELBACK ACADEMY

APPLICATION FOR CLASSIFIED EMPLOYMENT

MR.
MRS.
MISS
MS.

_____ (LAST) (FIRST) (MIDDLE)

Date of Application: _____

Date Available for employment: _____

Position(s) Desired: _____ Full-Time _____ Part-Time

Location Desired:

Instructional/Campus Aide _____ Food Service _____ Health Office _____ Office: _____

Other (Please Specify) _____

How did you hear about job opportunities within Camelback Academy _____

*****FOR OFFICE USE ONLY*****

Date of Principal Interview: _____

Date of Director Interview: _____

Date of Orientation: _____

cc: Food Services _____ Health Office _____ Other (specify) _____

PERSONAL DATA (Please Type or Print)

Name _____ Social Security No. ____ - ____ - _____

Other Names Used _____ Dates of Usage _____

ADDRESS INFORMATION:

Must include any address within the past 10 years indicating current address first.

				Dates	
				From	To
Current:	City	State	Zip		
Previous:	City	State	Zip		
Previous:	City	State	Zip		
Previous:	City	State	Zip		
Previous:	City	State	Zip		

Use additional paper if necessary.

CURRENT HOME PHONE (S)

MESSAGE PHONE (S)

Are you a citizen of the United States? Yes No

If you are not a U.S. Citizen, have you the right to remain permanently in the U.S.? Yes No

Do you intend to remain permanently in the U.S.? Yes No

If not a citizen are you prevented from lawfully becoming employed because of a visa or immigration status? Yes No

Should you be hired you will be required to submit a federal form showing proof of the ability to remain in the United States and be lawfully employed. Yes No

Are you or have you been required to register pursuant to the laws relating to Selective Service? Yes No

If yes, have you so registered? Yes No

EDUCATION

List school 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	Degree	Major Area of Study
High School College Tech. School						

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

SPECIAL SKILLS

Typing: ___ wpm Medical Training: ___ Transcription/Speed Writing: ___ wpm

Computer Experience: ___ Bilingual: ___ First Aide/CPR: ___

Food Handlers License: ___ CDL/Chauffeurs License: ___ Other: _____
Specify

Do you have a valid AZ Drivers License? ___ Yes ___ No

PRESENT POSITION: _____

Reason for leaving present position: _____

Present (or most recent) Supervisor: _____

WORK HISTORY (“SEE RESUME” is not sufficient)

MUST include previous ten years of employment, putting most current employment first. Include periods of unemployment. If more space is needed, use blank sheet of paper.

NOTE: Include any volunteer work.

Name & Address Of Employer	Phone	Direct Supervisor	Yours Position	Date: Month & Year From: To:	Reason for Leaving

PERSONAL REFERENCES

Give name and complete addresses of three references who are familiar with your personality, character and work performance.

Name	Years Known	Official Position	Address			
			Street Phone	City	State	Zip

CAMELBACK ACADEMY

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ (applicant's name), have applied for employment with Camelback Academy to work as a _____ (job title). I understand that in order for Camelback Academy 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 and 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 educational records that are maintained by any educational institution.

In light of the preceding paragraph, I waive ____ / do not waive ____ (initial only one) my right to see any written reference or other information provided to Camelback Academy by any educational institution.

According to Arizona Revised Statutes Section 23-1361 any employer that provides a written communication to Camelback Academy 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 Camelback Academy 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) my right to see any written reference or other information provided to Camelback Academy by any educational institution.

Whether or not I have waived my right to see or to receive copies of written references furnished to Camelback Academy 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 _____

PLEASE READ CAREFULLY

Because of the tremendous responsibility Camelback Academy has to its school children and community, the following information is needed from all applicants and employees regarding convictions. *A record or conviction does not prohibit employment; however, failure to complete the affidavit or form accurately and completely shall mean disqualification from consideration for employment or shall be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Camelback Academy will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist Camelback Academy in determining your eligibility and suitability for employment. Applicants and employees must report any situation which would change the status of the affidavit as filed on this form that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Director of Personnel.

*CONVICTION means the final judgment or a finding of guilty, a plea 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.

*A.R.S. 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, kidnapping and sexual abuse.

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)*.

Yes No Explanation: _____

2. Have you ever been 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 dates of proceedings, name, address and telephone number of the agency or body where 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.

Yes No Explanation: _____

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 you 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.

Yes No Explanation: _____

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.

Yes No Explanation: _____

5. Is there any other incident or occurrence in your life, which is not otherwise referred to in this application, which has a bearing, either directly or indirectly, upon your character or fitness for employment with this district?

Yes No Explanation: _____

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 Camelback Academy. I authorize Camelback Academy to make reference checks prior to employment, and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

SIGNATURE

DATE

CAMELBACK ACADEMY

CLASSIFIED HIRING PROCEDURES

RECOMMENDATION FOR HIRE: If you are recommended for hire by an interview team, you will be contacted with an offer of employment. THE OFFICIAL OFFER OF EMPLOYMENT MUST COME FROM CAMELBACK ACADEMY ADMINISTRATION.

BACKGROUND CHECK: A background check is conducted prior to the employee's start date. Information received from the background check should agree with what is listed on the last page of the application with regard to convictions. If it doesn't, that would constitute falsifying the application, which could result in not being hired. Once the background check has cleared, you will be contacted regarding your start date. Typically, background clearance takes 1-3 weeks.

FINGERPRINT CHECK: A fingerprint check is conducted. There will be an \$8.00 charge to the applicant for the fingerprinting and \$52.00 for processing.

PROBATION: Upon completion of a ninety (90) day probationary period, the immediate supervisor shall recommend the employee for regular status, continued probationary status, or separation from employment. Probationary employees may not request a transfer until they have completed a successful probationary period.

Probationary employees will receive sick leave and vacation benefits as stated in the classified handbook during the probationary period.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING EMPLOYMENT WITH CAMELBACK ACADEMY.

SIGNATURE

DATE