STUDENT INTERN/STUDENT TEACHER APPLICATION

The following are district guidelines mandated by District Administration and the Governing School Board.

Student Interns completing observation hours and Student Teachers who will be completing their 9 - 16 weeks of student teaching must complete a volunteer application and must provide us with their fingerprint clearance card so that we can make a copy of the front and back of this card for our files. An email from the college teacher education field experience coordinator or a brief letter from the college or university indicating that the student intern/teacher is in their teacher education program must also be provided.

A VOLUNTEER MAY NOT BEGIN TO VOLUNTEER PRIOR TO CLEARANCE OF THEIR FINGERPRINTS. If you already have a fingerprint card, please attach a copy of it with this application.

VOLUNTEERS MAY NOT DRIVE STUDENTS IN DISTRICT OR PERSONAL VEHICLES.

YOU MUST:

1. Complete the Volunteer Application.
2. The Professional/Support Staff Qualifications and Requirements (enclosed within the application packet) must be notarized. This can be done in the Human Resources Office when you come to HR to get your ID badge.
3. To comply with Arizona State law you must have a valid and current Arizona fingerprint clearance card. A copy of this card (front and back) must be kept on file in the HR office along with your application.
4. You must report to HR to have your ID picture taken and card processed prior to reporting to your assigned school site. ID badge must be worn at all times when on school campus. Badge must be surrendered to the building principal at the conclusion of your student teaching experience.
AGUA FRIA UNION HIGH SCHOOL DISTRICT 216
STUDENT INTERN/STUDENT TEACHER VOLUNTEER APPLICATION

Name _____________________________________  Phone _________________________
Address ___________________________________  City/Zip _________________________
E-mail _____________________________________

Please complete this section of the application in order for us to have sufficient information on your experiences and background.

1. Current Employment ____________________________________________________________

2. Work Experience ______________________________________________________________

3. Education (High School, College, University, etc) ______________________________________

___________________________________________________ _____________________________
___________________________________________________ _____________________________

4. Special Interest, Training, or skills (Hobbies, Computers, Business, Music, etc.) _______________

___________________________________________________ _____________________________
___________________________________________________ _____________________________

5. Volunteer Experience ____________________________________________________________

___________________________________________________ _____________________________
___________________________________________________ _____________________________

For Office Use Only

Date: __________     Location: ________________     Contact Person/Activity: _________________________

☐ Fingerprint Card (Exp. _________)     ☐ ID     Cleared on: __________________________

Comments: _________________________________________ _____________________________________________
On which campus would you like to Student Intern/Teach? (Please check all that apply)

☐ AFHS  ☐ DEHS  ☐ MHS  ☐ VHS  ☐ No Preference  ☐ Other ________________________________

Please check one:  ☐ Student Intern Number of Observation Hours_____ From _________ to _________

☐ Student Teacher Semester 1 _____ Semester 2_____ From _________ to _________

In what content area will you be a Student Intern or Student Teacher? ________________________________

Do you already have a teacher in mind with whom you would like to be a Student Intern or Student Teacher? If yes, please list the name of the teacher.

________________________________________________________________________________________

________________________________________________________________________________________

Have you ever worked with students? __________________________________________________________

What grade/age levels? __________________________________________________________

What are your areas of interest? __________________________________________________________

CONTACT INFORMATION:

<table>
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<tr>
<th>College/University</th>
<th>Director of Education Program or Field Experience Coordinator</th>
<th>Supervising Teacher at College/University</th>
<th>Phone Number and Email Address</th>
<th>Graduation Date</th>
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| Email: |

| Phone: |
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EMERGENCY CONTACTS:

1. Name: ___________________________________________ Phone: _______________________

2. Name: ___________________________________________ Phone: _______________________

3. Name: ___________________________________________ Phone: _______________________

I certify that the above information is correct. I hereby authorize the Agua Fria Union High School District to do a background investigation if it determines it is needed. I understand that this information will be treated as confidential material. Volunteers will submit to fingerprinting as required by law.

Volunteer’s Signature ___________________________________________ Date ____________________
AGUA FRÍA UNION HIGH SCHOOL DISTRICT 216
VOLUNTEER QUALIFICATIONS AND REQUIREMENTS

Name

Position

Volunteer Signature

Date

I, ____________________________________________________________________, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

- Sexual Abuse of a Minor
- Incest
- First or second-degree murder
- Kidnapping
- Arson
- Sexual Assault
- Sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport, or distribute 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 A.R.S. 13-601.01
- Child Abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

Subscribed, sworn to, and acknowledged before me by ______________________________, this ________ day of ________________________, 20________, in Maricopa County, Arizona.

My Commission Expires:

______________________________________________________________________________

Notary Public
AGUA FRIA UNION HIGH SCHOOL DISTRICT
GUIDELINES FOR Student Intern/Teacher VOLUNTEERS

- The Agua Fria Union High School District appreciates the time volunteers donate to our schools. The District has procured general liability coverage for volunteers. Coverage for Volunteers is provided off school premises for District approved events/activities only. The district DOES NOT provide insurance coverage for the loss or damage of personal property of students, staff, or volunteers.

- The exact procedure of working with volunteers will differ with each situation. Volunteers work under direct supervision of a teacher or school district personnel.

- Volunteers must refer all discipline situations to the teacher or school district personnel.

- Volunteers MUST NOT give any medications or medical advice to students. Where sickness and medications are concerned the school nurse or authorized personnel will follow required procedures.

- Volunteers will receive training in preparation of their responsibility by appropriate school personnel.

- Volunteers will complete the volunteer application, and receive a volunteer I.D. badge upon fingerprint clearance.

Volunteer Signature ___________________________ Date ___________________________
Please Read the Following and Answer All Questions Completely and Accurately

The following information is needed from applicants and employees: *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. The District 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 District 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 Human Resources.

*CONVICTION means that final judgment on a verdict 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 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 with 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 date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

   □ 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, certificate 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 of licensing body and a statement of the accusations against you.

   □ YES □ NO Explanation: ________________________________________________________________

5. **Have you ever been convicted of a dangerous crime against children as defined in ARS §13-604.04? If you answer “YES” you must provide details below, including date of conviction, court where convicted, sentence imposed and present status of conviction.

   □ YES □ NO Explanation: ________________________________________________________________

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this Application, or if any false information is furnished, the Agua Fria Union High School District will reject my application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may subject to criminal prosecution, and (3) if I am employed by the Agua Fria Union High School District, I may dismissed from employment, if criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this Application.

____________________________________________ ____________________________
Signature       Date

Agua Fria Union High School District is an Equal opportunity and Affirmative Action Employer. As such, it prohibits discrimination in its programs and employment practices on the basis of race, religion, creed, nationality, gender, age, or handicapping condition.