



**LAVEEN ELEMENTARY
SCHOOL DISTRICT NO. 59**

9401 South 51st Avenue
Laveen, Arizona 85339
Office: (602) 237-9100 FAX: (602) 237-9135
LESD #59 Is An Equal Opportunity Employer

Check the appropriate box below (Administration/Certified/Classified/Substitute) and list the desired position title(s):

- Administration (list position(s)):
- Certified (list position(s)): *List your choice in order of importance by Grade/Subject/Position, e.g., 2nd Grade Teacher, 8th Grade Math, Speech Pathologist, Occupational Therapist, Certificated Occupational Therapy Assistant, etc.*

First Choice: _____

Second Choice: _____

Third Choice: _____

Classified (List Position(s)):

Guest Teacher/Substitute (check which grades you would like to teach): K-3 4-6 7-8

List any person presently employed by the Laveen School District to whom you are related.

Name: _____ Relationship: _____

IMPORTANT: Before consideration will be given for employment, the candidate must have on file with the Laveen School District's Human Resources Department the following:

| | |
|---|---|
| <ul style="list-style-type: none"> • Résumé (Administration/Certified/Classified) • Three (3) letters of recommendation (Administration/Certified/Classified) • Copy of applicant's current Arizona Certificate(s) (Administration/Certified) | <ul style="list-style-type: none"> • Copy of Arizona fingerprint clearance card (Administration/Certified) • GED or high school transcripts (Classified) • College transcripts (copies will be accepted; however, originals will be required if applicant is hired) (Administration/Certified/Classified) |
|---|---|

APPLICANT INFORMATION

Name: _____ Social Security Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Telephone: _____ Email: _____

How long have you lived at the above address: _____ If less than five years or not your permanent address, provide the last five years of addresses lived previous to the address listed above. Attach additional pages if needed.

Address: _____ City: _____ State: _____ Zip: _____

Address: _____ City: _____ State: _____ Zip: _____

| FOR OFFICIAL USE ONLY | | | | | |
|-----------------------|----------|---------------------------------|----------------|----------|---|
| Date Submitted | Initials | Document | Date Submitted | Initials | Document |
| | | Application | | | GED / High School / College Transcripts |
| | | Résumé | | | Arizona Certificate |
| | | Three Letters of Recommendation | | | Arizona Fingerprint Clearance Card |

Your Arizona administration/teaching/non-teaching/substitute certificate must be submitted in order to be considered for a position in the Laveen School District.

Do you have a valid Arizona Certificate? Yes No Certificate Number: _____

Type of Certificate: _____ Expiration Date: _____

Subject Area Endorsement: _____

If not presently certified in Arizona, when do you expect to have a valid Arizona certificate? _____

Out-of-state candidates should contact the Arizona State Department of Education at (602)542-4367 or review the certification process on-line at <http://www.ade.state.az.us/certification/>

RECORD OF EDUCATION

List all High School/Colleges/Universities attended (in chronological order, starting from most recent; attach additional pages if needed)

Did you successfully complete High School or obtain a GED? Yes No

| | |
|------------------------------|---------------------------------|
| Dates (Month/Year): _____ | Date Graduated: _____ |
| Name of Institution: _____ | Major Field of Study: _____ |
| Location: _____ | Semester Hours Completed: _____ |
| Diploma/Degree Earned: _____ | Grade Point Average: _____ |

| | |
|------------------------------|---------------------------------|
| Dates (Month/Year): _____ | Date Graduated: _____ |
| Name of Institution: _____ | Major Field of Study: _____ |
| Location: _____ | Semester Hours Completed: _____ |
| Diploma/Degree Earned: _____ | Grade Point Average: _____ |

| | |
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| | |
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| Dates (Month/Year): _____ | Date Graduated: _____ |
| Name of Institution: _____ | Major Field of Study: _____ |
| Location: _____ | Semester Hours Completed: _____ |
| Diploma/Degree Earned: _____ | Grade Point Average: _____ |

STUDENT TEACHING / INTERNSHIP EXPERIENCE

| | |
|--|--|
| Dates (Month/Year): _____ Name of School: _____ Supervising Teacher/Supervisor: _____ Phone Number of School: _____ Location: _____ Grade and Subject Taught: _____ | Dates (Month/Year): _____ Name of School: _____ Supervising Teacher/Supervisor: _____ Phone Number of School: _____ Location: _____ Grade and Subject Taught: _____ |
|--|--|

FOREIGN LANGUAGE SKILLS

| Language | Speak the Language | Write the Language | Read the Language |
|----------|--|--|--|
| | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent |
| | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent | <input type="checkbox"/> Minimal <input type="checkbox"/> Fluent |

ADMINISTRATION / TEACHING / WORK EXPERIENCE

Starting with your most recent or present employment, list all of your work experience for at least the last ten years or longer. Use an extra sheet of paper if more space is required. REFERENCE TO RÉSUMÉ WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS FORM.

| | |
|---|--|
| Job Title: _____ District/Company Name: _____ Address: _____ Name of Supervisor: _____ | Starting Salary: _____ Ending Salary: _____ Telephone Number: _____ Start Date: _____ End Date: _____ Reason for Leaving: _____ |
|---|--|

| | |
|---|--|
| Job Title: _____ District/Company Name: _____ Address: _____ Name of Supervisor: _____ | Starting Salary: _____ Ending Salary: _____ Telephone Number: _____ Start Date: _____ End Date: _____ Reason for Leaving: _____ |
|---|--|

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|---|--|
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|---|--|

ADMINISTRATION / TEACHING / WORK EXPERIENCE

(Continued)

| | |
|------------------------------|---|
| Job Title: _____ | Starting Salary: _____ Ending Salary: _____ |
| District/Company Name: _____ | Telephone Number: _____ |
| Address: _____ | Start Date: _____ End Date: _____ |
| Name of Supervisor: _____ | Reason for Leaving: _____ |

| | |
|------------------------------|---|
| Job Title: _____ | Starting Salary: _____ Ending Salary: _____ |
| District/Company Name: _____ | Telephone Number: _____ |
| Address: _____ | Start Date: _____ End Date: _____ |
| Name of Supervisor: _____ | Reason for Leaving: _____ |

REFERENCES

List four professional references that include immediate supervisors, superintendents, and/or principals that have firsthand knowledge of your character, personality, work ethic, leadership, and/or teaching ability.

| | |
|-----------------------|---|
| Name: _____ | Years you have known this person: _____ |
| Title/Position: _____ | Telephone Number: _____ |
| Address: _____ | Telephone Number: _____ |

| | |
|-----------------------|---|
| Name: _____ | Years you have known this person: _____ |
| Title/Position: _____ | Telephone Number: _____ |
| Address: _____ | Telephone Number: _____ |

| | |
|-----------------------|---|
| Name: _____ | Years you have known this person: _____ |
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| | |
|-----------------------|---|
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| Title/Position: _____ | Telephone Number: _____ |
| Address: _____ | Telephone Number: _____ |

GENERAL EMPLOYMENT / CONVICTION INFORMATION

A "YES" answer to the following five questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been arrested and/or convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving 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 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 any 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 answered "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. Have you ever been convicted of a dangerous crime against children as defined in ARS §13-604.01?

YES No

Explanation:

ACTIVITIES / HONORS

Please check any of the following that you are able to direct or coach successfully at the elementary school or middle school level:

- | | | |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> School Plays | <input type="checkbox"/> Football | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Oratorical Contests | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Clubs | <input type="checkbox"/> Basketball | |

List any others:

List any college activities engaged in and any honors received (professional activities, interest, organizations, extent of participation):

List any community activities, organizations, or clubs participated in:

By signing this application, I authorize the Laveen School District to request information concerning my education, training, experience, qualifications and job performance from any former and/or current employer(s) of mine, and I specifically waive my right I have under A.R.S. §23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine.

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 District will reject my application; (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) 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.

Applicant's Signature

Date

Note:
Incomplete applications will be destroyed if not fully complete within six months. Applications are automatically declared inactive on January 1 of each year. If you wish for your application to be kept active for the next calendar year, you must contact the Human Resources' office prior to January 1.

