

Flagstaff Unified School District #1
3285 E. Sparrow Ave. Flagstaff, AZ 86004
(928) 527-6070 – Human Resources
(928) 527-6078 – Fax
www.flagstaff.k12.az.us

To: Classified Applicants
Subject: General Application Procedures

We would like to inform each applicant of the general procedure used in the District's employment process. The following checklist specifies items that are REQUIRED prior to submitting your application to be considered with the Flagstaff Unified School District:

Item	Enclosed
Completed Classified Application	
Notarized ARS 15-512 Certification Form	
Consent to Conduct Background Investigation and Release Form	
Supplementary Application Questions Form	
Ethnic-Background card (information remains confidential)	
Paraprofessional Verification of Qualifications per N.C.L.B. requirements	

Upon hire, additional forms MUST be completed in the Human Resources Office. This is to be done prior to reporting to your work site. A copy of your Social Security Card is REQUIRED for payroll purposes. The name on your Social Security Card will appear on all records including paychecks.

For your information:

1. The Flagstaff Unified School District will contact previous employers, pursuant to Arizona Law (A.R.S. 15-512) to obtain information and recommendations about a person's eligibility, qualifications, and suitability for employment. We need accurate and complete information including names, addresses, and phone numbers related to your employment history. Failure to fill out the application completely may eliminate your application from further consideration.
2. Arizona law requires that all classified employees be fingerprinted and a criminal history investigation completed upon hire as a condition of employment. Should you be hired, a fingerprint check is required, a processing fee of \$30.00 will be deducted from your salary at a rate of \$10.00 from your first three paychecks.
3. The applicant is responsible for name, address and phone number changes, and any other changes as to experience or professional growth.
4. Applicants must request that their application be retained for the next calendar year prior to December 31 of each year. If no request of this nature is received within two calendar years of the last request on file, the application will be destroyed.
5. Classified vacancies are advertised as they occur. We do not notify applicants of openings. You may call our Job Line or look at the Job Opportunities on the FUSD #1 Internet site, Human Resources pages. After learning of a vacancy you wish to apply for, you may send a letter indicating your interest in that specific position or call the Human Resources Office to have your name added to the list of applicants.
6. Interviews are held only when an actual opening exists and are conducted by the building administrator.

Flagstaff Unified Schools Is an Equal Opportunity Employer