

Administrative Application

Flagstaff Unified School District #1

3285 E. Sparrow Avenue
Flagstaff, Arizona 86004
(928) 527-6070
Job Line – 773-4049

Personal Data (Please type or print)	Position Desired _____
Name _____	Social Security No. _____
Home Address: (Mailing) Street _____	Business Address: Street _____
City _____ State _____	City _____ State _____
Zip _____ Phone _____	Zip _____ Phone _____
Describe your special abilities or talents (e.g., sports, drama, etc.) _____ _____ _____	
List any extensive travel you have done. _____ _____ _____	
When will you be available? _____	
Present position: _____	
Reason for leaving present position: _____ _____	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Important: Before consideration will be given for employment, the candidate must have on file in the Personnel Office a complete set of transcripts, a placement file and resumé. It is the candidate's responsibility to see that these materials are provided. Out-of-state candidates should write to the State Department of Education, 1535 West Jefferson Street, Phoenix, Arizona 85007, regarding certification. All applicants must qualify for Arizona certification prior to employment.

<input type="checkbox"/> Certificate	(For Office Use Only) The Flagstaff Public Schools states its intent to comply with the spirit of the law and the regulations of Title IX issued by the United States Department of Health, Education and Welfare which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment and administration of such programs and activities. Questions concerning compliance with Title IX should be referred to the District Compliance Officer.
<input type="checkbox"/> Transcript	
<input type="checkbox"/> Placement file	
<input type="checkbox"/> Supporting Statements	
<input type="checkbox"/> Resumé	
An Equal Opportunity Employer	

Education

Dates (Month & Year)	Name of Institution	Location	Diploma or Degree	Date Graduated	Major Field of Study	Sem. Hrs.

Activities and Honors (Applicant may substitute his/her own resume if latter provides required information.)

List organizations to which you belong

Describe any involvement in community or civic activities

List honors received

Supporting Statements (Please attach a separate page)

1. What are the aspects of your education and experience that you think would be particularly appropriate for this position?
2. How do you work best in organizing people and resources to accomplish a goal?
3. Why do you wish to become an administrator in the Flagstaff Public Schools?

This information will assist us in determining your eligibility for employment. Any additional information you wish to include must be attached to the application before the application is submitted. Employment decisions are based solely upon the individual's qualifications for the position being filled. The Flagstaff Unified School District is committed to a policy of non-discrimination in relation to race, color, creed, sex, age, national origin, or handicap.

I certify that to the best of my knowledge all answers contained are true and complete. I also understand that any misstatement or omission of fact will subject me to dismissal or disqualification. My signature below will authorize the release of the information requested below.

Signature _____ Print Name _____

Social Security# _____ Date _____

Applicants, Please Do Not Write Below This Line

TO: FROM: Flagstaff Unified School District #1
Personnel Department
3285 E. Sparrow Ave.
Flagstaff, AZ 86004

The above listed applicant has applied for a position with the Flagstaff Unified School District, and has listed you as a previous employer. We would appreciate your evaluation as to suitability for employment in our school district. Please fill out the following to the best of your ability.

Position: _____ From _____ to _____

Duties Performed:

Would you rehire him/her? yes no Comments:

ARS §15-512 requires Arizona school districts to make documented, good faith efforts to contact previous employers of a person to obtain information and recommendations which may be relevant to a person's fitness for employment. A previous employer who provides information pursuant to this subsection is immune from civil liability unless the information provided is false and is acted on to the harm of the employee by the school district and the previous employee knows the information is false or acts with reckless disregard of the information's truth or falsity.

To the best of your knowledge, is the above named applicant awaiting trial on or has ever been convicted of or admitted committing any of the following criminal offenses in the State of Arizona or similar offenses in another jurisdiction:

- Sexual abuse of a minor
- Incest
- First or second degree murder
- Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sales, 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
- Robbery
- A dangerous crime against children as defined in Arizona Revised Statutes §13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Voluntary manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

No, to the best of my knowledge, the above named applicant never has been convicted of or admitted in open court pursuant to a plea agreement committing, and is not now awaiting trial for committing any of the above criminal offenses in the State of Arizona or similar offenses in another jurisdiction.

Yes - Comments: _____

Name and Title

Company/Organization

Date

Sincerely,

Director of Personnel