

# Classified Employment Application

Flagstaff Unified School District #1  
3285 E. Sparrow Avenue, Flagstaff, Arizona 86004  
(928) 527-6070  
Job Line (928) 773-4049

Print in black ink or use typewriter. Answer all questions completely. Applications will remain on active file for one (1) year unless updated in writing. Applying for a specific vacancy does not update your application.

If employed by the Flagstaff Unified School District, you will be required to provide the following information:

- Complete a Selective Service Registration form.
- Proof of immunization from measles, mumps and rubella unless exempt because of age, medical or religious reasons.
- Proof of citizenship.

I also understand that within twenty (20) days of employment I must fulfill the requirement to be fingerprinted with Human Resources.

Position desired _____	Social Security # _____		
Name _____	_____	_____	_____
_____ Last	_____ First	_____ Middle	
Address _____	_____	_____	_____
_____ Street & No. or PO Box	_____ City	_____ State	_____ Zip
Home Phone # _____	Work # _____	Message # _____	
In case of emergency notify _____	_____	_____	_____
_____ Name	_____ Address	_____ Phone #	

Have you ever been employed by the Flagstaff Public Schools?  yes  no

If yes, where? \_\_\_\_\_ when? \_\_\_\_\_

Do you have any condition which may limit your ability to perform the job tasks for the position you desire?  yes  no

### Education

High School \_\_\_\_\_  Graduated  
Name \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_  GED

College/ \_\_\_\_\_  
Course work \_\_\_\_\_ Name \_\_\_\_\_ Years Completed \_\_\_\_\_ Degree \_\_\_\_\_

### Personal References

Name	Address	Telephone
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

Office positions only Typing WPM \_\_\_\_\_ Shorthand WPM \_\_\_\_\_  
Other office machines or experience: \_\_\_\_\_

Driving positions only License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

## Employment Experience

Start with your present or last job. Include all specific information on previous work or volunteer experience which may be helpful in considering your application.

1	Employer	Employed from: (mo/yr) to: (mo/yr)	Work Performed	
	Address			
	City, State, Zip		Phone#	
	Job Title	Supervisor	Hourly Rate/Salary	
	Reason for Leaving	Starting	Final	

2	Employer	Employed from: (mo/yr) to: (mo/yr)	Work Performed	
	Address			
	City, State, Zip		Phone#	
	Job Title	Supervisor	Hourly Rate/Salary	
	Reason for Leaving	Starting	Final	

3	Employer	Employed from: (mo/yr) to: (mo/yr)	Work Performed	
	Address			
	City, State, Zip		Phone#	
	Job Title	Supervisor	Hourly Rate/Salary	
	Reason for Leaving	Starting	Final	

4	Employer	Employed from: (mo/yr) to: (mo/yr)	Work Performed	
	Address			
	City, State, Zip		Phone#	
	Job Title	Supervisor	Hourly Rate/Salary	
	Reason for Leaving	Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

<p>Have you ever been dismissed from a position? (please check)      <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>If yes, explain _____</p>
<p>Have you ever been asked to resign from a position? (please check)    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>If yes, explain _____</p>
<p>Have you ever been convicted or pled "no contest" for any violation of law other than minor traffic offenses?    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p><b>Note:</b> A criminal record does not constitute an automatic bar to your being hired. If so, when, where and disposition of case.</p>



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  
Human Resources  
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 employer 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
- Aggravated or armed robbery
- 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