

Littlefield Unified School District

3490 E. Rio Virgin Rd., P.O. Box 730, Beaver Dam, AZ 86432

APPLICATION FOR CLASSIFIED SUPPORT STAFF

Littlefield Unified School District requires that all candidates selected to fill vacancies be fingerprinted prior to the initial date of their employment. Fingerprinting will be scheduled through the Human Resources Department. Completed fingerprint information will be processed through the Arizona Department of Public Safety.

GENERAL INFORMATION

Thank you for your interest in applying for a classified position with Littlefield Unified School District. Please refer to the following steps as a guide for your application process:



Answer all questions completely, accurately and honestly. Incomplete applications will not be accepted. False statements are the cause for refusal of application, removal from consideration or dismissal from a position. Avoid any reference on the application to sex, race, creed, age, religion, handicap, or national origin. A resume may be attached but is not acceptable in lieu of a completed application.



Classified applications and complete job descriptions are available at the District Office.



Classified applications remain on file for one year.

If you are offered a position with Littlefield Unified School District you will be required to show proof of immunity to Rubeola (Measles) if born on or after 1/1/57 and proof of immunity to Rubella (German Measles) regardless of your birth date. Also required will be your Social Security card and driver's license. All attachments can be e-mailed to HR@lusd9.com or faxed to (928) 347-5967.

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL STATE AND FEDERAL
NON-DISCRIMINATION AND AFFIRMATIVE ACTION GUIDELINES

PERSONAL DATA

Name _____ SS # _____
Last First Middle

Address _____

City _____ State _____ Zip Code _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address _____

CLASSIFIED POSITIONS

Select Position Type (Mark all that apply)

Full Time Part Time Cafeteria Office Custodial Transportation

Other – Please Specify _____

Have you ever worked under a different name? _____ If so, what name(s) _____

Do you know of any reason that you would be unable to perform any duties of the position sought? _____

If yes, please explain _____

List any friends or relatives employed by Littlefield School District _____

SPECIAL SKILLS

First Aid/CPR Certification _____ CDL _____ Endorsement Type(s) _____

Have you driven a school bus in Arizona? _____ If so, Cert # _____

Typing _____ wpm 10-Key _____ Computer Experience _____

Are you a High School graduate or do you have a GED? _____

College or Tech School _____

List Special Courses or Training _____

WORK HISTORY

Begin with your most current employment and include at least the previous 5 years of employment. Include periods of unemployment. Attach a blank sheet of paper if more space is needed.

NAME & ADDRESS OF EMPLOYER	PHONE NUMBER	POSITION/ SALARY	DATE (MONTH/YEAR)		REASON FOR LEAVING	(Y/N) MAY WE CONTACT
			FROM	TO		

REFERENCES

List at least three current references with valid addresses and phone numbers that we may contact.

NAME	ADDRESS	PHONE NUMBER

CONVICTION REPORT

CONVICTION means the final judgment on a verdict or finding of guilty, a plea of guilty, or 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. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

A.R.S. § 15-512 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. § 15-512 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, if any of these crimes are conducted against a minor under 15 years of age.

A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal, if employed, and may result in prosecution for filing false information with a public agency. Upon employment, all persons must sign a notarized statement indicating that they are not awaiting trial nor have they been convicted of crimes as mandated by A.R.S. § 15-512.

Please read carefully and answer every question.

- | | | |
|---|------------------------------|-----------------------------|
| Have you ever been convicted of a minor offense other than a traffic violation? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a felony? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a sex or drug related offense? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have you ever been convicted of a dangerous crime against children as defined in A.R.S. § 15-512? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If any of the above are marked "YES", please explain on the following page and include the following information:

- Conviction Charge
- Date
- Court
- City and State of Conviction
- Amount of Fine
- Length of Jail Term or Probation

Under penalty of prosecution and dismissal, I hereby certify that the information on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Littlefield Unified School District. I authorize Littlefield Unified School District to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. Furthermore, I understand that I have no right to access any materials submitted and information gathered by the District during the application process and such materials and information are considered the sole property of Littlefield Unified School District.

Signature

Date

AFFIDAVIT (Please read carefully before signing)

My signature below indicates that I HAVE READ, UNDERSTAND AND AGREE to the following:

1. In accordance with Arizona Revised Statute § 15-534.F, personnel employed by the school district shall certify that they agree they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following criminal offenses in this State 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 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 or dangerous 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 section § 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.)
2. It is unlawful for a person seeking employment with this district to fail to give notice of conviction of a dangerous crime against children such as defined in Arizona Revised Statute § 13-604.01 (Second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping, sexual abuse, taking a child for the purpose of prostitution, child prostitution, and involving or using minors in drug offenses.)
3. If employed by the school district, employment is conditional and rests upon (1) satisfactory pre-employment reference checks, (2) results of a fingerprint check, and is subject to (3) the policies and regulations of the district, (4) submitting documentary proof of authorization to work in the United States, (5) and, if required, appropriate state certification/licensing. Employment will not be finalized until the background investigation has been completed. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint checks made by the district.
4. 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 and 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.

Signed: _____ Date: _____

Thank you for your interest in Littlefield Unified School District

**Littlefield Unified School District
3490 E. Rio Virgin Road.
P.O. Box 730
Beaver Dam, AZ 86432
(928) 347-5486**

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ (applicant's name), have applied for employment with Littlefield Unified School District to work as a _____ (job title). I understand that in order for the School District to determine my eligibility, qualifications and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, positions(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Education Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section § 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that the School district will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive _____/do not waive _____ (initial only one) my right to receive a copy of any written communication furnished to the School District by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, I release, hold harmless, and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

Dated this _____ day of _____, 20____.

Witness

Applicant