

Application for Employment

Chilchinbeto Community School, Inc.

P.O. Box 740 λ Kayenta, Arizona 86033

Phone (928) 697-3800 λ Fax (928) 697-3448

PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Personnel Department.

PERSONAL DATA (Please type or print)

Name: (Last, First, Middle) _____

Street Address: Street _____

City _____ State _____ Zip _____

Mailing Address: P.O. Box _____

(if different)

City _____ State _____ Zip _____

Phone Number(s): _____

Are you a U.S. citizen? Yes No If no, do you have legal authorization to work in the United States? Yes No

Social Security No. _____ When are you available for employment? _____

POSITION DESIRED

If you are applying for a specific vacant position, please list _____

If you are applying for positions that may open in the future or you are interested in other types of positions, please check each category below in which you are interested and for which you are qualified:

Administrative List position desired or specialty and semester hours _____

Teacher or Other Certified List grade level or subject area preferences and semester hours in each _____

Home Living Secretarial/Clerical/Office Support Food Service Maintenance/Labor/Crafts

Other (list general category) _____

Would you accept any of the following types of employment? Part-time Substitute Temporary Night work

List the days of the week, time of year, time of day or other information regarding when you are generally available to work:

Date of Application: _____

TRAINING & SKILLS

Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4 5 6

Last High School Attended

Location

Graduation Date

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Name of Colleges, Universities,
Trade, Business or Other Training
Schools Attended

Location

Major or
Field of Study

Graduation
Date

Dates Attended

Type of
Degree or
semester hrs

GPA

Name of Colleges, Universities, Trade, Business or Other Training Schools Attended	Location	Major or Field of Study	Graduation Date	Dates Attended	Type of Degree or semester hrs	GPA

Describe any special training received in addition to that listed above _____

If you have any of the following skills, please check the appropriate box:

Typing Words per minute? _____ Shorthand Words per minute? _____

Journeyman skill level in construction or trades. List skills/trades _____

Other List any other skills you have relevant to the job you are applying for _____

EMPLOYMENT EXPERIENCE & OTHER QUALIFICATIONS

Indicate the following areas in which you have experience and are proficient:

COMPUTER USE (List program(s), version & years of experience)

- Word processing _____
- Spreadsheet _____
- Desktop Publishing _____
- Database _____
- Other _____

HEAVY EQUIPMENT/MACHINERY

List type of equipment and years of experience _____

List any other special qualifications, experience or skills you may have (licenses, certificates, skills with certain tools or machines, volunteer or community service, memberships, etc.)

Do you have a Driver's License? Yes No Commercial [CDL] (a driver's license may not be necessary for employment.

EMPLOYMENT EXPERIENCE (List most recent experience first and indicate whether position was full-time or part-time)

1. Name of employer _____
 Mailing address: Street or P.O. Box _____
 City _____ State _____ Zip _____
 Dates of employment: From (month/year) _____ To (month/year) _____ Last Salary _____
 Immediate supervisor: Name _____ Title _____ Phone _____
 Title of the position you held _____ Reason for leaving _____
 Brief description of duties & responsibilities _____

2. Name of employer _____
 Mailing address: Street or P.O. Box _____
 City _____ State _____ Zip _____
 Dates of employment: From (month/year) _____ To (month/year) _____ Last Salary _____
 Immediate supervisor: Name _____ Title _____ Phone _____
 Title of the position you held _____ Reason for leaving _____
 Brief description of duties & responsibilities _____

3. Name of employer _____
 Mailing address: Street or P.O. Box _____
 City _____ State _____ Zip _____
 Dates of employment: From (month/year) _____ To (month/year) _____ Last Salary _____
 Immediate supervisor: Name _____ Title _____ Phone _____
 Title of the position you held _____ Reason for leaving _____
 Brief description of duties & responsibilities _____

OTHER RECENT WORK EXPERIENCE (List most recent experience first)

Employer's Name	Location	Position/Nature of Work	Dates

Have you ever served in the U.S. military:

Dates served: _____ Branch of service: _____ Type of Discharge: _____

REFERENCES & OTHER INFORMATION

PERSONAL REFERENCES (Give names and addresses of three references who have firsthand knowledge of your personality, character and work habits – do not include personal friends or relatives. Former employers or co-workers are preferred.)

Name (complete)	Position, Title or Occupation	Address	Phone

OTHER INFORMATION

Have you ever been involuntarily terminated or asked to resign from employment? Yes No If yes, please give the following

Name of employer _____ Date of Termination/resignation _____

Reason for the termination or request of resignation _____

Are you currently employed? Yes No If yes, state briefly your reason for desiring a change: _____

Please list any languages other than English in which you are fluent: _____

Did you have a job-related accident in your last jobs? Yes No If yes, describe accident, injury and number of work days lost. (A “yes” answer will not necessarily prohibit you from being considered for employment with the School).

Are you aware of any reason you would not be able to perform the duties of the position for which you are applying with or without reasonable accommodations?

Yes No If yes, please explain: _____

If you have ever worked for the Chilchinbeto Community School, give dates and position: _____

Have you ever worked or applied for work under a different name, give name: _____

Describe any special abilities, talents, skills or experience you have (e.g., drama, music, athletics, computers, special training, etc.):

Please list any professional and/or civic activities in which you are involved (include offices held and honors or awards received):

Would you be willing to coach or sponsor an extracurricular activity? (e.g., student council, athletic teams, clubs, etc.)

Yes No If yes, in which areas do you feel qualified? _____

STATEMENT

Please write a brief statement explaining why you chose to apply for a position with Chilchinbeto Community School: _____

APPLICANT SIGNATURE

READ CAREFULLY BEFORE SIGNING

I certify that the information supplied in this application is true and correct. I hereby authorize Chilchinbeto Community School Governing Board, by and through its agents and employees, to make any investigations of my personal, professional and financial background as it deems necessary. Falsification of any part of this application shall be cause for rejection of application or dismissal.

SIGNATURE

Applicant's Signature _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for the job based upon job-related qualifications, without regard to race, religion, color, age, national origin, sex, physical handicap or disability or other protected classifications under state and federal equal opportunity laws.

Conviction Report

This section to be completed by all applicants

Name of applicant: _____

Because of the responsibility Chilchibeto Community School has to its school children and community, the following information is needed from all applicants and employees regarding convictions. CONVICTION means the final judgment on 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 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. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Chilchibeto Community School Administration Office. Please read carefully, answer every question, and sign at the bottom.

Have you ever been convicted of a minor offense other than traffic violation(s)? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a sex or drug-related offense? Yes No

(Second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse)

If any of the answers to the above questions is marked "Yes", please write a detailed explanation below:

I hereby certify that the information presented 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 the Chilchibeto Community School. I authorize the Chilchibeto Community School to make reference checks 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.

Applicant's Signature

Date

CONSENT AND WAIVER TO CONDUCT BACKGROUND CHECKS

I, _____, DOB ____/____/____, SSN ____-____-____,
(Print name of potential employee)

Residing at _____, _____ have applied for employment with the
City State

Chilchinbeto Community School, Inc. (hereinafter School). As indicated by my signature below I understand that the School will conduct a background check of me through any or all of the following.

1. Bureau of Indian Affairs;
2. The United States of America and any of its branches, agencies, or departments;
3. The State of Arizona any of its subdivisions, branches, agencies, or departments; and
4. Any private entity retained by the School to conduct such background checks.

I understand that the School will conduct these background checks to determine my criminal history (if any), and any other factors that may be relevant to my fitness for employment with the School.

As evidenced by my signature below I consent to any or all of the above entities and any or all former employers providing all requested information and hereby waive and forever surrender any objection or claim I may have or acquire relative to the background checks or those providing information pursuant to the School's request. I further agree and direct that a copy of this request shall have the same force and effect as an original.

This consent is limited to requests for background information from Chilchinbeto Community School, Inc., and its authorized agents from

_____/_____/_____. to ____/____/_____.
Month Date Year Month Date Year

Signature

Date