

APPLICATION FOR
**SUPPORT STAFF
 EMPLOYMENT**

- Custodial
- Food Services
- Crossing Guard
- Lunch Assistant
- Bus Driver
- Child Care



(Last Name) _____ (First Name) _____ (Middle Initial) _____ (Date) _____

Have you filed an application with the Isaac School District before? _____
 If yes, give date _____ and position applied for _____

FOR OFFICE USE ONLY

CLERICAL TESTING INFORMATION:

Typing (WPM) _____ Errors _____

Grammar (# Words) _____ Errors _____

Math (# Problems) _____ Errors _____

Letter Composition (Plus or Minus) _____

FOR OFFICE USE ONLY

A	IS	REF	RES	C
PAPER SCREENING				
DATE	SCORE	INITIALS		
INTERVIEW SCREENING				
DATE	SCORE	INITIALS		

PERSONAL

Present Street Address: Until _____	Mailing Address:
_____	_____
City, State, Zip	City, State, Zip
_____	_____
Phone	Phone
()	()
Social Security Number (Required upon employment)	

REFERENCES

Give names, telephone numbers and complete addresses of three (3) references who are familiar with your personality, character, and work habits. These may include professional colleagues, community service organizations, etc. Do not include personal friends or relatives.

Name	Business Name/ Business Address	Telephone (+ Area Code)	Official Position
1 .	_____	_____	_____
2 .	_____	_____	_____
3 .	_____	_____	_____

EDUCATION

School and Location	Dates Attended	Major/Minor	Degree/Diploma Hours Earned
High School (Circle Highest Level) 7 8 9 10 11 12			
University/Technical School			

Languages other than English (list) Speak: _____ Write: _____ Read: _____

WORK EXPERIENCE

PRESENT OR
LAST POSITION

Employer	Name of Supervisor	Title of Supervisor	From/To (Yrs.)
Street Address/City/State/Zip Code		Current Phone # of Supervisor	
Title of Your Position		Reason for Leaving	

PRIOR POSITION

Employer	Name of Supervisor	Title of Supervisor	From/To (Yrs.)
Street Address/City/State/Zip Code		Current Phone # of Supervisor	
Title of Your Position		Reason for Leaving	

PRIOR POSITION

Employer	Name of Supervisor	Title of Supervisor	From/To (Yrs.)
Street Address/City/State/Zip Code		Current Phone # of Supervisor	
Title of Your Position		Reason for Leaving	

PRIOR POSITION

Employer	Name of Supervisor	Title of Supervisor	From/To (Yrs.)
Street Address/City/State/Zip Code		Current Phone # of Supervisor	
Title of Your Position		Reason for Leaving	

ADDITIONAL INFORMATION

Describe additional experiences, skills, training, certificates, licenses not listed above:

TO THE APPLICANT

YOUR APPLICATION MUST BE COMPLETE AT THE TIME IT IS SUBMITTED FOR EMPLOYMENT CONSIDERATION. IT MUST CONTAIN THE FOLLOWING:

_____ A completed Isaac School District application

_____ An Occupational Summary

_____ A resumé

If needed:

_____ A copy of your current certification

NEXT
STEPS

The Supervisor will review all applications and contact the most qualified applicants for an interview.

SIGNATURE

1. Have you ever been dismissed from a position? (Yes/No) _____
If yes, please attach a confidential letter of explanation.
2. Have you ever been asked to resign from a position? (Yes/No) _____
If yes, please attach a confidential letter of explanation.
3. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? (Yes/No) _____ If yes, please attach a confidential letter of explanation.
4. Have you ever been convicted* of a felony or misdemeanor other than a minor traffic offense? (Yes/No) _____ If yes, please attach a confidential letter of explanation.

* Convicted means the final judgement or a verdict or a finding of guilty, a plea of nolo contendere, in any state or federal court of 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 set aside, or rendered invalid.

A.R.S. 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as 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 and sexual abuse.

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 Isaac School District. I authorize the Isaac School District to make reference checks prior to employment and I will execute documentation to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature

Date

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

ISAAC SCHOOL DISTRICT

SUPPORT STAFF
OCCUPATIONAL SUMMARY

(Fill out one form for each posted position for which you are applying - please print)

NAME _____ DATE _____

PHONE NUMBER _____ SIGNATURE _____

Please send any correspondence to: _____
Check One: Home () Work () School ()

Please consider me for the position listed below. I meet all of the qualifications for the position and have reviewed the essential duties and responsibilities.

POSTED POSITION _____

Listed below are the skills I have acquired and demonstrated proficiency in and/or experience which directly relates to the position for which I am applying:

Briefly state what you feel you can contribute as an employee of the Isaac School District in the position for which you are applying.

Distribution: Human Resources (white) Supervisor (yellow) Employee (pink)



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 455-6700 Fax (602) 278-1693
Kent Paredes Scribner, Ph.D., Superintendent

TO BECOME AN APPLICANT:

1. You must file a complete application with the Human Resources Office.
2. You must submit transcripts from all colleges attended (although official transcripts are preferred, copies are acceptable for application purposes). Please also include a copy of your certificate.
3. You must request that a copy of your placement file be sent to our office. If a placement file is unavailable, a resume plus three letters of recommendation will suffice. A letter from your current supervisor if preferred.
4. When a specific position becomes available, applicants with complete files will be considered. Supervisors will screen these files and select candidates to be interviewed.

WEBSITE:

To obtain information about vacancies go to www.isaacschools.org. To request an application, call (602) 455-6747 or you can download the application from our website.

APPLICATION PROCEDURE:

1. It is imperative that you be specific as to the grade level(s) or position for which you are most qualified. College transcripts and references will be evaluated according to grade/position selection.
2. You should be specific when listing the type(s) of certificate(s) held and endorsement(s) on certificate(s).
3. Out-of-state applicants should check eligibility for certification before serious consideration can be given to the applicant.

To be a qualified teacher within the meaning of the school law, a person must be the holder of a valid teacher's certificate issued by the lawful authorities of the State of Arizona. Complete information regarding certification may be obtained by writing to:

STATE BOARD OF EDUCATION
Department of Certification
1535 West Jefferson
Phoenix, AZ 85007
Telephone: (602) 542-4367
www.ade.state.az.us/certification/

HUMAN RESOURCES DEPARTMENT
(602) 455-6700
Fax Number: (602) 455-6799

Mary Lou Martinez
Human Resources
Certified Specialist

Linda Aguirre
Executive for Human Resources

Noreen Fuentes
Human Resources
Classified Specialist



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ISAAC SCHOOL DISTRICT

Consent to Conduct Background
Investigation and Release/Waiver

I, _____, have applied for employment with
Print Name Isaac School District #5.

I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, they will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer about my education, training, experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, positions(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer to release any information requested in connection with this background investigation. By my signature below, I hereby waive my right to review this reference, and I understand that the contents of this reference will not be available to me now, or at any future time.

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

Dated this _____ day of _____, 200_____.

Applicant's Signature _____



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NOTICE TO CONSUMER

This is to advise you that the Isaac School District #5 may obtain a consumer report concerning you for purposes of evaluating your employment, promotion, reassignment, or retention as an employee. Unless you are otherwise notified in writing, the District will limit its request for consumer information to criminal history.

This notice is provided pursuant to the federal Fair Credit Reporting Act, which give you specific rights in dealing with consumer reporting agencies and users of consumer reports. You may request a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from the District. This request should be in writing and sent to Linda Aguirre, Executive Director of Human Resources, 3348 W. McDowell Road, Phoenix, Arizona, 85009.

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AUTHORIZATION

By signing below, I authorize the Isaac School District #5 to procure a consumer report in accordance with the above Notice to Consumer.

Signature

Printed Name

Social Security Number

Date

December 6, 2001

Last Name: _____ First: _____ MI: _____

The Isaac School District No. 5 is an equal opportunity/affirmative action employer and attempts to be completely unbiased and fair in its employment practices, for this reason, we have eliminated any mention of race, national origin, or sex on application forms. However, our Affirmative Action plan requires that we keep a separate record to ensure that female and/or national and/or ethnic minority applicants receive full consideration for all position openings. From this standpoint, it would be helpful to us if you would indicate below your race, sex, etc.. This information will be kept confidential and will not be filed with or made a part of your application.

PLEASE CHECK THE APPROPRIATE ITEMS IN EACH OF THE FOLLOWING CATEGORIES:

RACE:

(EEO CODE)

SEX:

- WHITE (1)
- BLACK (2)
- HISPANIC (3)
- AMERICAN INDIAN (4)
- ASIAN (5)
- OTHER _____ (6)

- FEMALE
- MALE

Referral Source _____

Are you a veteran? Yes No

If yes, dates of service

Are you handicapped? Yes No

SPECIFIC POSITION(S) APPLIED FOR _____
(e.g., Teacher, Clerk, Assistant Principal, etc.)

SIGNATURE _____ DATE _____