

# AJO UNIFIED SCHOOL DISTRICT 15

111 Well Road  
Ajo, Arizona 85321

## APPLICATION (Teacher/Certified Administrator/Substitute)

This application must be completed without reference to a résumé. Applications will remain active for one year. Ajo Unified School District is an Equal Opportunity Employer. The District ensures equal employment opportunities regardless of are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or district office; additionally, program information may be made available in languages other than English.

**Please complete every section possible, sign, and date. For a list of supporting documentation, see page 7.**

Name: \_\_\_\_\_  
Last First Middle (or initial)

Current Address: \_\_\_\_\_  
Street City State Zip

Message Phone E-Mail Home or cell phone

**Employment Preference(s) Indicate** below only area(s) in which you are endorsed or qualified to teach.

\_\_\_\_\_ Administrator \_\_\_\_\_

\_\_\_\_\_ Elementary (PRE-K-6)  
Preferred grade \_\_\_\_\_

\_\_\_\_\_ Middle School (7-9)  
Subject Area(s) \_\_\_\_\_

\_\_\_\_\_ High School (9-12)  
Subject Area(s) \_\_\_\_\_

\_\_\_\_\_ Bilingual Education  
Level/Area \_\_\_\_\_

\_\_\_\_\_ Special Education  
Level/Area \_\_\_\_\_

\_\_\_\_\_ K-12 Specialist  
(art, librarian,  
Music, PE, etc.)  
Level/Area \_\_\_\_\_

\_\_\_\_\_ Substitute \_\_\_\_\_

**PERSONAL DATA (Attach supplemental sheet(s) if necessary)**

1. Are you contractually obligated to another district for the period for which you are applying? \_\_\_\_\_

2. Are you legally authorized to work in the United States of America? \_\_\_\_\_

If no, have you applied for work authorization? \_\_\_\_\_

3. When will you be available? \_\_\_\_\_

4. Other names used on transcripts, certificates, previous applications, past employment:

\_\_\_\_\_ Date(s) of use \_\_\_\_\_

5. AZ or other state certificates and endorsements now held or for which you have completed application. (Include expiration dates)

\_\_\_\_\_

6. Please list any majors, minors, or areas where you have 24 credits or more. Also list any PRAXIS, NES, or state educators' exam that you have passed.

\_\_\_\_\_

7. Arizona Fingerprint Card No. \_\_\_\_\_ (if applicable)

8. List languages, including English, in which you are proficient.

a. \_\_\_\_\_

- Speak
- Read
- Write

b. \_\_\_\_\_

- Speak
- Read
- Write

c. \_\_\_\_\_

- Speak
- Read
- Write

**PROFESSIONAL AND OTHER WORK EXPERIENCE (Attach supplemental sheets as necessary)**

9. Provide employment information below for at least last ten years with most recent experience first. "See Resumé" is not responsive. If you have not had three years teaching experience provide student teaching information below.

<b>*Dates Employed</b> Month/Yr	<b>Employer's Name</b> (Include address/phone)	<b>Supervisor's Name</b>	<b>Reason for Leaving</b>	<b>Grade Level Subject Taught</b>
From To				
From To				
From To				
From To				
From To				

\* Provide the month and year for each date required.

If you are being considered for employment, the District will contact your current and past employers. If you do not authorize us to contact one or more of the above employers/supervisors, indicate here, listing the employers that you do not authorize us to contact:

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10. Please explain any gaps in employment of over 30 days for the past 10 years, except for summer break if employment was in a school that had summer break. Attach supplemental sheet if necessary.

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**11. EDUCATION AND PROFESSIONAL PREPARATION AFTER HIGH SCHOOL**

List schools attended and special training received. "See Resumé" is not responsive.

INSTITUTION	LOCATION	GPA	DEGREE	MAJOR AREA OF STUDY
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Describe additional education not listed above (i.e., graduate hours beyond highest degree earned.)

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12. List academic or professional honors you have received \_\_\_\_\_

13. Describe special abilities, interests or talents applicable to student instruction or activities. \_\_\_\_\_

**14. PROFESSIONAL REFERENCES**

List at least three. Attach supplemental sheets if necessary.

Name	Contact telephone	Contact e-mail	Relationship to applicant	Years known

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15. **“Yes” answers to any of the following four questions will not necessarily result in denial of employment.** The District will consider all the circumstances, including the date and nature of events. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach supplemental sheets if necessary.

15.1. Have you ever been not renewed or dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “Yes” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES” you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or request for resignation.

\_\_\_ Yes \_\_\_ No Explanation: \_\_\_\_\_

15.2 Have you been interviewed or hired for a position at the Ajo Unified School District? If so, what position, and, if employed, how long were you employed? What was your reason for leaving the Ajo Unified School District?

\_\_\_ Yes \_\_\_ No Explanation: \_\_\_\_\_

15.3 Have you ever had a professional license or certificate suspended, surrendered, or revoked? If yes, was that certificate or license been reinstated by the State Board of Education?

\_\_\_ Yes \_\_\_ No Explanation: \_\_\_\_\_

15.4 Have you ever pled guilty, no contest, been convicted, or are awaiting trial for any crime (excluding only minor traffic violations), in any state or country? Yes \_\_\_ No \_\_\_

A.R.S.§ 15-509 requires any individual who applies for employment by a K-12 school to disclose if said individual has pled guilty, no contest, been convicted, or is awaiting trial for various offenses. A knowing violation of this statute is a Class 6 Felony, unless failure to disclose was due to a good faith mistake of law. ***You must answer yes even if the matter was later dismissed, vacated or expunged.***

**IF YOU ANSWERED YES TO QUESTION 15.4, COMPLETE THE INFORMATION BELOW. District officials may follow up with you for additional information. Attach supplemental sheets if necessary.**

Charge	Date	Court

City  
State

Remarks:

Charge	Date	Court

City, State

Remarks:

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**ACKNOWLEDGMENT: READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

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

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, or not filled in on this application, the District may reject my application; (2) if any false information is furnished, I will be ineligible for consideration for employment; and (3) if I am employed by the District, I may be dismissed from employment if it is later determined that I have furnished false or incomplete information on this application.

I understand that if I am considered for an offer of employment, the District will conduct a background investigation in order to determine my eligibility, qualifications and suitability for employment. This investigation may include asking my current and 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, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable) and similar information.

I understand that if I become employed by the District, my employment is conditional and rests upon satisfactory employment reference checks and is subject to the policies and regulations of the District, including submitting proof of authorization to work in the United States. Employment will not be finalized until the background investigation has been completed.

I authorize the use of any information in this application to verify statements I have made in it. I authorize past and current employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, education and previous employment record. I hereby release all such persons from any liability or damages on account of having furnished such information.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

Applications must include:

- 1. Transcripts (copies are acceptable for now; official transcripts will be required if employed.)
- 2. Two letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.

If available, submit copies of the following items with your application:

- 1. Copy of your Arizona teaching Certificate or a certificate from another state.
- 2. Copy of your NES, PRAXIS, or educator exam results.
- 3. Copy of your Arizona fingerprint clearance card, if you have one.