YUMA UNION HIGH SCHOOL DISTRICT #70

Classified Employment Application

An Equal Opportunity Employer

(Please Print or Type in Black Ink)

Last Name		First Name		Middle Name
Mailing Address		City	State	Zip Code
Telephone/Message Phone Number Cell:	Home:	Email Address		

Positions you are applying for		
	Job #:	**Job Title:**
(1)		
(2)		
(3)		
(4)		

Are you authorized to work in the United States?			
Bilingual Applicants, please list languages spoken fluently:	1.	2.	3.

Professional References		Name persons who know of your work if you are experienced, including last employer.	
Name	Phone Number	Best Time to Call	Occupation

Education				
School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				

Specialized Skills (Skills/Equipment Operated)

_____ Typewriter WPM_____	_____ Shorthand WPM_____	_____ PC/MAC _____ Word Processing	_____ Spreadsheet _____ 10 Key by Touch

Other office machines you can operate:

State any additional information you feel may be helpful to us in considering your application.

Work Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact ☐ Yes ☐ No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact ☐ Yes ☐ No

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			May We Contact ☐ Yes ☐ No

Background Check

Due to the responsibility Yuma Union High School District #70 has to its students and families, the following information is required from ALL applicants and employees regarding convictions. A record of conviction does not necessarily prohibit employment. Failure to complete this form accurately and completely may mean disqualification from consideration for employment, 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 Director of Human Resources.

Please read carefully and answer every question. If you answer "Yes" to any of the questions below, please attach a detailed explanation.

Have you ever been convicted* of any misdemeanor offense(s) other than traffic violation(s)?	☐ Yes	☐ No
Have you ever been convicted* of a DUI offense?	☐ 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
Has any court ever received a plea of guilty or a plea of nolo contendere from you for ANY offense or has any court deferred further proceedings without entering a finding of guilty?	☐ Yes	☐ No
Have you ever been placed on probation?	☐ Yes	☐ No
Have you ever been dismissed or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?	☐ Yes	☐ No
Have you ever had any professional licenses (including teaching certificates/licenses) suspended, annulled, or revoked in any state or country?	☐ Yes	☐ No
Have you ever been dishonorably discharged from the military?	☐ Yes	☐ No
Have you ever been convicted* of a dangerous crime against children as defined in A.R.S. §13.604.01?**	☐ Yes	☐ No
Have you ever been involuntarily terminated from any employment or resigned in lieu of discharge?	☐ Yes	☐ No
Have you ever been non-renewed or refused a continuing contract?	☐ Yes	☐ No
Have you ever been arrested for any offense which as not yet been resolved?	☐ Yes	☐ No

1. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS:		LENGTH AND TERMS OF PROBATION:	
2. CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS:		LENGTH AND TERMS OF PROBATION:	

*__CONVICTION__ is defined as any time you were found guilty of an offense and:

- Forfeited a bond;
- Served a term of probation;
- Paid a fine;
- Received a "suspended" sentence;
- Conviction was expunged or set aside;
- Served time in city or county jail;
- Received a "deferred" sentence;
- Served time in prison; and/or
- Plea of nolo contender

**A.R.S. §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §13.604.01 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, if any of these crimes are committed against a minor under 15 years of age.

Notification/Affidavit/Signature

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, 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 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.

I understand that in order to determine my eligibility, qualifications and suitability for employment, the District 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 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 hereby certify that I am 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, dangerous drugs 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 section 13-604.01; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; aggravated assault; assault; exploitation of minors involving drug offenses.

If employed by this school District, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) results of fingerprint check, and is subject to (c) the policies and regulations of the district, (d) submitting documentary proof of authorization to work in the United States, (e) 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.

Under penalty of prosecution and termination, 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 agents of the school district.

Applicant's Signature_____Date_____

Notice of Nondiscrimination

Yuma Union High School District #70 does not discriminate on the basis of race, color, religion, gender (including sexual harassment as described in the District policy concerning sexual harassment), sexual orientation, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal law. The District abides by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquires regarding compliance with any of the above may be directed to the Human Resources Department; or to the Director of the Office For Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

Universal
Background Screening

Request for Employment Background Check

Customer # 955

Social Security Number	*Date of Birth* ***(Month/Day/Year - for identification purposes only)***
- -	/ /

Full Name (First / Full Middle Name / Last)
Other Names Used (maiden names, AKA names, etc.)

Current Residential Address		
City	**State**	**Zip Code**

List each CITY, STATE and ZIP CODE (if known) where you have lived during the past seven years:

City	State	Zip Code	From Date	To Date	
					☐
					☐
					☐
					☐
					☐

Driver's License Number	*State of Issue*

NOTICE TO RESIDENTS OF CALIFORNIA, MINNESOTA AND OKLAHOMA ONLY: If you would like to receive a copy of your background information obtained by Universal Background Screening, please indicate by checking the following box: ☐ Yes, please send me a copy of my report.

APPLICANT: DO NOT WRITE IN THIS BOX – FOR EMPLOYER USE ONLY:

Your standard package will be automatically performed unless you specify otherwise below:

☐ Perform selected services *in addition to* standard package

☐ Perform selected services *in place of* standard package

☐ 39-Month driving record
☐ Social Security Address/Alias Trace
☐ Additional County Criminal History Searches (check box next to addresses above)
☐ Educational Degree Verification
☐ Personal/Prof. Reference Verification
☐ Professional Licensure Verification
☐ Previous Employment Verification

Phone 602-263-8033 or 1-877-263-8033 **Fax orders to 602-274-3551**

COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING INVESTIGATIVE CONSUMER REPORTS

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, **Yuma Union High School District** * ("the company") may obtain a consumer report and/or investigative consumer report that includes, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on my character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent the company and/or its designated agent, Universal Background Screening, to procure such a report. I understand that pursuant to the Federal Fair Credit Reporting Act, **Yuma Union High School District** * will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

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If you would like to receive a copy of your background information obtained by Universal Background Screening, please indicate by checking the following box:

☐ Yes, please send me a copy of my report.

_____ _____

Signature Date

_____ _____

Printed Name Social Security Number

Reset