

Classified Application

Northeast Arizona Technological Institute of Vocational Education

Please read carefully before completing employment application.

Applicants are responsible for completing their own application(s) and providing copies of all required documentation.

Applicants are responsible for providing the following documents which must be submitted with the application before the closing date of the advertised job. Incomplete applications and applications submitted without supporting documents will be rejected and discarded.

- Completed application
- Resume
- Cover letter/interest letter
- 3 recommendation letters
- Copy of high school diploma, college transcript or GED certificate
- Copy of valid and current driver's license
- Copy of valid and current AZ finger print clearance card

Your application will be placed in our active file for a period of one year and you will receive consideration for openings that you have indicated an interest. Applicants are responsible for renewing applications after one year.

If you are applying for more than one position, you are responsible for making additional copies of your application packet.

Acknowledgement of Applicant

Every answer provided on the employment application must be complete and truthful. If any information is omitted from or not filled in on the application or if any false information is furnished, the District will reject the application. If any false information is furnished, applicant will be ineligible for any future consideration for employment and may be dismissed from employment or criminally prosecuted if it is later determined that the applicant has furnished false information on the application.

Northeast Arizona Technological Institute of Vocational Education

P.O. Box 710, Kayenta, AZ 86033 * 928-466-8668

Please fill out this application completely. We are an Equal Opportunity and Indian Preference employer. NATIVE does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Legal Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Business # _____ Message # _____

Position for which you are applying _____

NATIVE District takes very seriously its responsibility to students, parents, employees and communities. The following questions are extremely important. Please answer carefully. NATIVE District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are awaiting trial for any crime, including a dangerous crime against children as defined by A.R.S. 13.504.01 (excluding only minor traffic violations not involving any allegations of drug or alcohol impairment)? You must answer "Yes" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "Yes" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes _____ No _____ Explanation _____

2. Have you ever been 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/settlement, the name, address and telephone number of the employer(s) and a statement of the alleged reason for termination.

Yes _____ No _____ Explanation _____

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Yes _____ No _____ Explanation _____

4. Are you being investigated for any alleged misconduct or other alleged grounds for disciplinary by any licensing, certification or other regulatory body (teacher certification or other) or by your current or any previous employer? If you answer "Yes" you must provide the name, address and telephone number of the employer of licensing body and a statement of the accusations against you.

Yes _____ No _____ Explanation _____

Background Check Investigation

(Read these paragraphs before signing this application)

I, _____ (applicant's name) have applied for employment with the Northeast Arizona Technological Institute of Vocational Education (NATIVE) to work as a _____ (job title).

I understand that in order for NATIVE District to determine my eligibility, qualifications and suitability for employment, NATIVE 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, 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 connections with this background investigation. According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

According to ARS 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 NATIVE will not further consider my application if it cannot complete its background investigations.

I waive _____ / do not waive _____ (check only one) my right to receive a copy of any written communication furnished to NATIVE by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to NATIVE 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 NATIVE to complete its background investigation.

Applicant's Signature _____ Date Signed _____

Fingerprint Check

Upon conditional date of hire, all classified applicants must be fingerprinted by a law enforcement agency. Fingerprint checks will be made by the AZ Department of Public Safety and the Federal Bureau of Investigation in Phoenix AZ. All employment with NATIVE is conditional until the Governing Board approves such employment and until all background checks, including those involving mandatory fingerprinting have proved to be satisfactory. Upon conditional hire, all classified applicants must certify before a notary public on a written form to be provided by NATIVE that they are not awaiting trial and have never been convicted or admitted committing criminal offenses as specified in "Certification in Accordance with A.R.S. 512".

Applicant's Signature _____ Date Signed _____

Employment History

Begin with your current or last job. If you include voluntary activities, exclude organizations that might indicate race, color, religion, national origin, disability or other protected status. On a separate sheet, document any gaps in employment, i.e. school, travel, etc..

Present Employer

Name & Address _____
Description of Duties _____

Beginning and Ending Date of Employment _____
Salary/Wage: HR _____ Week _____ Month _____ Year _____ Starting Salary: _____ Ending Salary: _____
Supervisor Name _____ Title _____ Phone _____
Reason for Leaving _____

Employer #2

Name & Address _____
Description of Duties _____

Beginning and Ending Date of Employment _____
Salary/Wage: HR _____ Week _____ Month _____ Year _____ Starting Salary: _____ Ending Salary: _____
Supervisor Name _____ Title _____ Phone _____
Reason for Leaving _____

Employer #3

Name & Address _____
Description of Duties _____

Beginning and Ending Date of Employment _____
Salary/Wage: HR _____ Week _____ Month _____ Year _____ Starting Salary: _____ Ending Salary: _____
Supervisor Name _____ Title _____ Phone _____
Reason for Leaving _____

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Employer #4

Name & Address _____

Description of Duties _____

Beginning and Ending Date of Employment _____

Salary/Wage: HR _____ Week _____ Month _____ Year _____ Starting Salary: _____ Ending Salary: _____

Supervisor Name _____ Title _____ Phone _____

Reason for Leaving _____

Employer #5

Name & Address _____

Description of Duties _____

Beginning and Ending Date of Employment _____

Salary/Wage: HR _____ Week _____ Month _____ Year _____ Starting Salary: _____ Ending Salary: _____

Supervisor Name _____ Title _____ Phone _____

Reason for Leaving _____

Education and Training Background

Include the school name, location, diploma or degree received and your major/minor studies.

Check all that apply: High School Diploma _____ GED Certificate _____

High School Name _____ Location _____

Date Diploma Received (Month/Day/Year) _____

School Where GED was Received _____

Date GED Certificate Received (Month/Day/Year) _____

Note: Since verification of high school course work is required, copies of high school diploma or high school transcript or GED certificate must accompany the application.

Trade School #1 _____

Date Diploma or Degree Received (Month/Day/Year) _____

Major Field of Study _____

Trade School #2 _____

Date Diploma or Degree Received (Month/Day/Year) _____

Major Field of Study _____

Note: Since verification of trade school course work is required, copies of college transcripts must accompany the application.

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College				
Degree (Circle all that apply)	Additional Hours Earned Above Degree	Name and Locations of Institution	Major/Minor	Date Degree Granted
AA				
BA BS				
MA MS				
<i>Note: Since verification of college course work is required, copies of college transcripts must accompany the application.</i>				

Military History

Job related training _____
 Current Status _____

Personal Data

Do you possess a valid and current AZ State Fingerprint Clearance Card? Yes _____ No _____
 If so, provide expiration date of the fingerprint clearance card (month/day/year) _____
 Have you ever been employed with NATIVE before? Yes _____ No _____
 If yes, when and in which school/department? _____
 Can you perform the essential job skills for which you are applying? Yes _____ No _____
 List languages other than English you speak fluently. _____ Read _____ Write _____
 _____ Read _____ Write _____
 Have you been ticketed for a moving traffic violation in the last three years? Yes _____ No _____
 If yes, explain _____
 Are you available to travel? Yes _____ No _____
 Are you currently on "layoff" status from a previous employer, subject to recall? Yes _____ No _____
 Do you have a valid and current AZ Driver's license? Yes _____ No _____

References Other Than Previous Employers

Give names and complete addresses of three references who are familiar with your personality, character and work habits. Do not include personal friends, relatives.

Name _____ Employer _____ Contact Phone _____
 Title _____ Address _____

Name _____ Employer _____ Contact Phone _____
 Title _____ Address _____

Name _____ Employer _____ Contact Phone _____
 Title _____ Address _____

Necessary Documents Needed with Employment Application

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- 3 recommendation letters
- Copy of high school diploma, college transcript or GED certificate
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Acknowledgement of Applicant

Every answer provided on the classified employment application must be completed and truthful.

I understand and agree:

1. If any information is omitted from or not filled in on the application or if any false information is furnished, the District will reject the 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;
3. If the District employs me, I may be dismissed from employment or criminally prosecuted if it is later determined that I have furnished false information on the application.

Applicant's Signature _____ Date Signed _____

For Official Use Only

Date Application Received _____ Received By _____

Comments _____