

PENDERGAST ELEMENTARY SCHOOL DISTRICT

**3802 N. 91st Avenue
Phoenix, AZ 85037
623-772-2230, Fax 623-872-2250
www.pendergast.k12.az.us**

APPLICATION FOR CERTIFIED EMPLOYMENT

Application must be completed in full regardless of whether resume is attached.

PERSONAL INFORMATION – Please Print

First Name Middle Initial Last Name

Street Address City State Zip

Phone Number Cell Phone or Alternative Phone E-Mail

Have you ever worked for the Pendergast School District? ___Yes ___No If yes, at what location? _____

In what position? _____ Dates of employment: From _____ To _____

Are you legally eligible to work in the United States? ___Yes ___No

When will you be available to begin work? _____

Type of Positions ___Part-Time ___Full-Time

Languages other than English _____

Speak _____ Write _____ Read _____

MEDICAL: Do you have any physical condition that may limit your ability to perform the job(s) for which you are applying? ___Yes ___No

If yes, what can be done by your employer to accommodate your limitation? _____

IMPORTANT: Before final consideration will be given for employment, the candidate must have on file in the Human Resources Department a set of university transcripts, a placement file or three current letters (within three years) of recommendation, a copy of current Arizona certification or proof of submitted application and a copy of valid fingerprint clearance card or proof of submitted application. It is the candidate’s responsibility to provide all required materials. Out-of-state candidates should contact the State of Arizona, Department of Education, Teacher Certification Department, P.O. Box 6490, Phoenix, AZ 85005-6490, 602-542-4367, www.ade.az.gov/certification

An Equal Opportunity Organization

The Pendergast Elementary School District does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, or national origin.

POSITIONS OF INTEREST (check each position for which you would like to be considered):

1st Choice _____ 2nd Choice _____ 3rd Choice _____

K - 6th Grade

- | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Second Grade | <input type="checkbox"/> Fourth Grade | <input type="checkbox"/> Sixth Grade |
| <input type="checkbox"/> First Grade | <input type="checkbox"/> Third Grade | <input type="checkbox"/> Fifth Grade | |

6th - 8th Single Subject

- | | | |
|---|--|---|
| <input type="checkbox"/> Algebra | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Science |
| <input type="checkbox"/> Career Exploration | <input type="checkbox"/> Math | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Communication Arts | <input type="checkbox"/> Reading | <input type="checkbox"/> Writing |

Special Areas K - 8

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> ESL Clip | <input type="checkbox"/> Literacy Coach | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Curriculum Integration | <input type="checkbox"/> Gifted | <input type="checkbox"/> Media Specialist | <input type="checkbox"/> Reading Resource |
| <input type="checkbox"/> ELL Resource | <input type="checkbox"/> Language Acquisition | <input type="checkbox"/> Music | |

Special Education

- | | | |
|---|--|---|
| <input type="checkbox"/> Autism | <input type="checkbox"/> Learning Disabled | <input type="checkbox"/> MOMR |
| <input type="checkbox"/> Behavior Inclusion | <input type="checkbox"/> Mentally Disabled | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Emotionally Disabled | <input type="checkbox"/> MIMR | <input type="checkbox"/> Speech Pathologist |

Non-Teaching

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Occupational Therapist/
Physical Therapist | <input type="checkbox"/> Psychologist | <input type="checkbox"/> Psychometrist |
| <input type="checkbox"/> Social Worker | | | |

OTHER _____

Single Subject Area(s), If you are applying for a subject area, indicate the number of semester hours completed (or anticipated completed at time of graduation) in the box marked "Semester Hours".

For example: Subject Area Semester Hours

Math

Science

Subject Area

Semester Hours

- | | |
|-------------------------|----------------------|
| 1. <input type="text"/> | <input type="text"/> |
| 2. <input type="text"/> | <input type="text"/> |
| 3. <input type="text"/> | <input type="text"/> |

CERTIFICATION:

Do you hold a valid Arizona Teaching Certificate? Yes No

If no, have you applied? Yes No Date applied: _____

Have you completed the fingerprint requirements for an Arizona Certificate? Yes No

Do you hold a valid teaching certificate in another state? Yes No

If yes, type of Certificate _____ Certificate Endorsements _____

CERTIFICATION (CONTINUED):

Arizona Certificate(s) Now Held	Endorsements	Expiration Date

REFERENCES: Provide names and phone numbers of three professional references who are familiar with your personality, character and work habits. *(Do not use relatives as references.)* Provide phone numbers of references who can be contacted Monday through Friday between 9:00 a.m. and 5:00 p.m.

<u>Name</u>	<u>Years Known</u>	<u>Official Position</u>	<u>Phone</u>

EDUCATIONAL PREPARATION:

_____	_____	_____	_____	_____	_____
College/University	City/State	Major	GPA	Degree	Year
_____	_____	_____	_____	_____	_____
College/University	City/State	Major	GPA	Degree	Year
_____	_____	_____	_____	_____	_____
College/University	City/State	Major	GPA	Degree	Year

Number of Graduate Credits (500+ Courses) _____

STUDENT TEACHING EXPERIENCE:

_____	_____	_____	_____
Name of School	District/Location	Grade/Subject	Cooperating Teacher/Phone
_____	_____	_____	_____
Name of School	District/Location	Grade/Subject	Cooperating Teacher/Phone

CONTRACTUAL TEACHING EXPERIENCE: Salary placement is based upon professional teaching experience. Do not state, "refer to resume". It is required that you list all previous teaching experience **beginning with the most recent**. If necessary, attach a supplemental page. In the space provided on the back page, explain any gaps in employment of more than 30 days.

<u>Name of School District & School</u>	<u>Grade/Subject Taught</u>	<u># of Years</u>	<u>From</u>	<u>To</u>
<u>Complete Address</u>		<u>Telephone</u>		
<u>Name of Supervisor</u>		<u>Reason for Leaving</u>		

CONTRACTUAL TEACHING EXPERIENCE (CONTINUED):

<u>Name of School District & School</u>	<u>Grade/Subject Taught</u>	<u># of Years</u>	<u>From</u>	<u>To</u>
<u>Complete Address</u>		<u>Telephone</u>		
<u>Name of Supervisor</u>		<u>Reason for Leaving</u>		

<u>Name of School District & School</u>	<u>Grade/Subject Taught</u>	<u># of Years</u>	<u>From</u>	<u>To</u>
<u>Complete Address</u>		<u>Telephone</u>		
<u>Name of Supervisor</u>		<u>Reason for Leaving</u>		

<u>Name of School District & School</u>	<u>Grade/Subject Taught</u>	<u># of Years</u>	<u>From</u>	<u>To</u>
<u>Complete Address</u>		<u>Telephone</u>		
<u>Name of Supervisor</u>		<u>Reason for Leaving</u>		

OTHER WORK EXPERIENCE: List all other employment, including U.S. Armed Forces, in chronological order **with most recent employer first**. If necessary, include a supplemental page. In the space provided on the back page, explain any gaps in employment of more than 30 days.

Employer: _____ Address: _____

Name of Supervisor: _____ Phone Number: _____

Your Position: _____ From: _____ To: _____

Employer: _____ Address: _____

Name of Supervisor: _____ Phone Number: _____

Your Position: _____ From: _____ To: _____

BACKGROUND INFORMATION (circle appropriate answer): If you answer "YES" to any of the following questions, in the space provided on the back page, provide an **explanation that includes the following information: date(s), your position, organization and circumstances.**

- Have you ever been dismissed from a position?..... Yes No
- Have you ever been asked to resign from a position?..... Yes No
- Have you ever resigned from a position rather than being dismissed?..... Yes No
- Have you ever resigned rather than face disciplinary action and/or nonrenewal by an employer?..... Yes No
- Have you ever been disciplined for any reason which resulted in suspension from work (with or without pay)?..... Yes No

CONVICTION ACTIVITY REPORT: *Because of the responsibility Pendergast School District has to its school children and community, the following information is required from all applicants and employees. A record of arrest or 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 dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Administrator for Personnel. Please read carefully and answer every question.*

1. Name: _____ SSN: _____

Other names used: _____

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside. If any of the following are circled "YES," in the space provided on the back page, provide an **explanation that includes, if applicable, the following information: charges, date of conviction or arrest, court of conviction, city, state, amount of fine, date(s) of incarceration, length and terms of probation, factual details or other remarks.**

2. Have you ever been convicted of any misdemeanor offense(s) other than traffic violations?..... Yes No
3. Have you ever been convicted of a DUI offense?..... Yes No
4. Have you ever been convicted of a felony?..... Yes No
5. Have you ever been convicted of a sex or drug related offense?..... Yes No
6. Have you ever been convicted of a dangerous crime against children as defined in A.R.S. § 13.604.01?***..... Yes No
7. Have you ever been arrested for any offense which has not yet been resolved?..... Yes No

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a *nolo contendere*, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

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.

I certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment.

I understand that, if I am considered for an offer of employment, the Pendergast Elementary School District will conduct a background investigation for the District to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed.

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 the District to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. Furthermore, I understand that I have no right of access to any materials submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of the Pendergast Elementary School District.

Applicant Signature _____
Date

