



FIRST MESA ELEMENTARY SCHOOL



P.O. Box 750 Polacca, AZ 86042 Phone: 928.737.2581

P.L. 100-297 GRANT SCHOOL

Dear Applicant:

Thank you for expressing an interest in employment at the First Mesa Elementary School (FMES). Please submit the required documents listed below along with your completed Employment Application to FMES Administration. Your application will be screened to determine if you meet the qualifications for the position you are applying for.

Required Documents:

1. Complete Employment Application
2. Copy of Certification (Teaching, CDL, Endorsements)
3. Copy of Unofficial Transcripts & **Official transcript (Upon Hire)**
4. Copy of Degree
5. Copy of High School Diploma
6. Certificate of Indian Blood
7. 5 References (*will be contacted*)

Applications without the required documents will be considered incomplete. If you are qualified and considered for the position, you are subject to Local, State and Federal Law Enforcement background checks. Upon hire, two forms of identification cards/forms will be required.

If you have any questions, please contact the telephone number above. Thank you.

Human Resources



FIRST MESA ELEMENTARY SCHOOL

P.O. Box 750 Polacca, AZ 86042 Phone: 928.737.2581



APPLICATION FOR EMPLOYMENT

This application must be completed in full regardless of whether your resume is attached. Applications will be retained for one year.

Hopi Preference: It is the policy of FMES in all employment decisions, to give preference first to qualified Hopi persons and secondly, to qualified Native Americans.

Equal Opportunity Employer: With the exceptions noted above, FMES does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability or national origin.

Background Investigation: The Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for childcare positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment.

Full Name						
Last Name:		First Name:			Middle Name:	
Mailing Address		City/State			Zip Code:	
Position(s) Desired (indicate one or more)				Type of Endorsement: (Circle endorsement if applying for teaching or administrative position)		
a) _____				Bilingual: Gifted: Reading:		
b) _____				Specialist:		
c) _____				Other: _____		
_____				_____		
Type of Certification:				Expiration date:		
Elementary Education certificate						
Special Education certificate						
Substitute certificate						
Principal certificate						
Other certifications						
Grade Level Preference (please circle one if applying for a teaching position)						
Kindergarten:	1 st	2 nd	3 rd	4 th	5 th	6 th No Preference
Additional Information:						
Do you have the legal right to accept employment in the United States? YES NO						
Will you travel if the job requires it? YES NO						
Will you work beyond your normal work hours? YES NO						
Are you able to meet the attendance requirements of the position? YES NO						
Date available to work: _____						

EMPLOYMENT HISTORY

Name: _____

Please list all employment for at least the past five years, starting with your **present** job or **most recent** job. Include military service assignments, unemployment status, and volunteer activities. Please account for all periods of time, including any gaps in employment. For gaps, briefly explain the reason (e.g., education, caregiving, self-employment, job search, etc.) It is very important that you complete all information requested in order for First Mesa Elementary School to be able to properly assess your job experience.

Name of Employer: _____ Employer's phone number: _____

Employer Address: _____ Job Title: _____

From Date: _____ To Date: _____ Salary: Start _____ Final _____

Supervisor's Name: _____ Title: _____

If Supervisor is no longer with company, provide current contact information: _____

Describe duties:

Reason for leaving: _____

Name of Employer: _____ Employer's phone number: _____

Employer Address: _____ Job Title: _____

From Date: _____ To Date: _____ Salary: Start _____ Final _____

Supervisor's Name: _____ Title: _____

If Supervisor is no longer with company, provide current contact information: _____

Describe duties:

Reason for leaving: _____

Name of Employer: _____ Employer's phone number: _____

Employer Address: _____ Job Title: _____

From Date: _____ To Date: _____ Salary: Start _____ Final _____

Supervisor's Name: _____ Title: _____

If Supervisor is no longer with company, provide current contact information: _____

Describe duties:

Reason for leaving: _____

EDUCATION (List ultimate degree):

Name: _____

GED

GED: YES _____ NO _____ Date GED Received: _____

Name and Address of Site: _____

List last name(s) if different than above at the time of attendance: _____

HIGH SCHOOL

Name and address of High School: _____

Dates Attended: Mo _____ Yr _____ to Mo _____ Yr _____

Diploma Received: YES _____ NO _____ Graduation Date: _____

List last name(s) if different than above at time of high school attendance: _____

COLLEGE

Name/Address of College/University: _____

Dates Attended: Mo _____ Yr _____ to Mo _____ Yr _____

Degree Received: YES _____ NO _____

Degree(s)/Major(s): _____ Date Degree Received: _____

List last name(s) if different than above at time of college attendance: _____

LICENSE/CERTIFICATION

Type of Professional License/Certification: _____ State: _____ Date Received: _____

License/Certification # _____

Location where License/Certification was received: _____

Please describe special technical and/or other skills, abilities and qualifications or other work experience which further qualify you for the position for which you are applying:

Please describe why you want to work at First Mesa Elementary School:

SIGNATURE, CERTIFICATION, RELEASE

I certify that answers given herein are true and complete to the best of my knowledge and hereby authorize designated FMES staff to conduct follow-up consultation regarding my previous employment and other information as may be necessary in arriving at an employment decision. I authorize a criminal record background check. I also understand that if employed, I may be subject to drug testing. I hereby release the FMES Governing Board of Education and their designated staff from all liability for other employers or individual's responses to inquiries in connection with this application for employment. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge.

Signature: _____ Date: _____

APPLICATION SUBMITTAL:

- Arizona State Teaching Certification
- Arizona Fingerprint Card
- Unofficial Transcripts
- Degree (s)
- High School Diploma

4 References Needed

NOTE: Reference list must include ALL supervisor you have worked for during the past year. FMES must conduct a supervisory reference check.

REFERENCES

Name: _____

Name: _____ Home/Cell Phone: _____ Business Phone: _____

Address: _____ Years Known: _____ Personal: _____ Business: _____

Business Address: _____ Title: _____

Reference Email: _____

Name: _____ Home/Cell Phone: _____ Business Phone: _____

Address: _____ Years Known: _____ Personal: _____ Business: _____

Business Address: _____ Title: _____

Reference Email: _____

Name: _____ Home/Cell Phone: _____ Business Phone: _____

Address: _____ Years Known: _____ Personal: _____ Business: _____

Business Address: _____ Title: _____

Reference Email: _____

Name: _____ Home/Cell Phone: _____ Business Phone: _____

Address: _____ Years Known: _____ Personal: _____ Business: _____

Business Address: _____ Title: _____

Reference Email: _____

Name: _____ Home/Cell Phone: _____ Business Phone: _____

Address: _____ Years Known: _____ Personal: _____ Business: _____

Business Address: _____ Title: _____

Reference Email: _____

Name: _____

As provided by applicable laws and as a condition of employment, each First Mesa Elementary School Employee must meet minimum standards of character as determined by an intensive suitability and criminal background investigation. As a preliminary part of the investigative process, you must respond to the following questions.

1. Have you ever been arrested for or charged with a crime involving a child, convicted of, entered a plea of guilt or nolo contendere or are you presently awaiting trial for any felony or misdemeanor offense under Federal, State or Tribal Laws, involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; crimes against persons or offenses omitted against or involving children? 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(s) against you and the final or current indisposition of the matter. _____ YES _____ NO

2. During the last five (5) years, have you been convicted, imprisoned, on probation, or been on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES" provide, explanation of the violation, statement regarding the circumstances that led to the occurrence, location, name, and address of court involved. Provide a copy of the police report and any related court documents. _____ YES _____ NO

3. Are you currently under charges for any violation of law? If "YES", provide the date, explanation of violation, statement regarding the circumstances which led to the occurrence, location, name, and address of the court involved. Provide a copy of documentation relating to the occurrence. _____ YES _____ NO

4. Have you been convicted by a military court martial in the past five (5) years? If "YES", provide the date, explanation of violation, statement regarding the circumstances which led to the occurrence, location, name, and address of the court involved. Provide a copy of documentation relating to the occurrence. _____ YES _____ NO

5. During the last five (5) years, have you been fired from any job for any reason, did you quit after being told that you were fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal Employment? If "YES" to provide the date, an explanation of the problem, reason for leaving, employer name and address. Provide a copy of any documentation relating to the occurrence. _____ YES _____ NO

6. Have you ever had a license or certificate of any kind, 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 answered "Yes", you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceeding took place; a statement of the accusations against you and the final disposition of the matter. _____ YES _____ NO

5. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body or by your current or any previous employer? If you answered "Yes", you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you. _____ YES _____ NO

If you answered "Yes" to any of the above questions, provide the required information below. Attach additional pages if necessary.

CERTIFICATION: You must sign the statement below, under the penalty of perjury, verifying the information provided is accurate, correct and truthful on this application.

I certify that, to the best of my knowledge, all information provided in this application is true and complete and I understand that a false statement of an omission on any part of this application could result in me not being considered for employment or the termination of my employment contract. I also understand that I must cooperatively submit to an intensive suitability and criminal background investigation and that I have a right to obtain a copy of the record of the investigation and to challenge its accuracy and completeness. Further, I consent to the release of information provided by former employer's law enforcement agencies and other individuals and organizations to investors and authorized First Mesa Elementary school employees.

Name:

Date:

SUPPLEMENTAL DATA

Please Print Clearly

Name: _____
Last name, First Name, Middle Name (as listed on Social Security Card)

Date of Birth: _____ Social Security Number: _____

Single _____ Married _____ Divorced _____ Widow _____ Other: _____

Maiden Name or Other Names Used: _____
(Please list the year when each name changed)

Applicant Phone Numbers: (Home) _____ (Cell) _____ (Message): _____

Applicant Email address: _____

Driver's License Number: _____ State: _____

HOME ADDRESSES FOR THE PAST 5 YEARS

Do not live gaps in residential history

Street address	City, State	Zip Code	County	From (MM/YR)	To (MM/YR)

DISCLOSURE STATEMENT

Disclosure

In connection with an evaluation of your qualifications for employment, promotion, reassignment or retention as an employee or contractor with First Mesa Elementary School (“the Employer”), the Employer may obtain a “consumer report” and an “investigative consumer report” pertaining to you. A “consumer report” consists of any written, oral or other communication of information by a consumer reporting agency bearing on a person’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. An “investigative consumer report” is a consumer report or portion thereof in which information on a person’s character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends or associates of the person reported on or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information.

Acknowledgment

I hereby acknowledge that I have received and read this Disclosure Statement.

Sign Name: _____

Print Name: _____

Date: _____

“Must be signed by a Parent or Guardian if applicant is under the age of 18.”

Signature of Minor’s Parent or Guardian: _____

Date: _____

AUTHORIZATION AND RELEASE

First Mesa Elementary School (“The Employer”) has informed me that the Employer may obtain a “consumer report” or “investigative consumer report” pertaining to me, in connection with the evaluation of my qualifications for employment, promotion, reassignment, or retention as an employee or contractor of the Employer’s. The Employer has also informed me of the following: (1) that a “consumer report” consists of any written, oral, or other communication of information by a consumer reporting agency bearing on a person’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living; (2) that an “investigative consumer report” is a consumer report or portion thereof in which information on a person’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the person report on, or through personal interviews with others with whom he/she is acquainted or who may have knowledge concerning such items of information; (3) that the Employer will be utilizing Corporate Investigation, Inc. (“CII”) (2275 Swallow Hill Road, Suite 500, Pittsburgh, Pa 15220, 1-800-600-0244, <https://corpnew.ciilink.com>), a consumer reporting agency, to assist in preparing a consumer report and/or investigative consumer report pertaining to me; (4) that, in conducting their investigation, the Employer and CII may contact my neighbors, friends, associates, and other people who may have knowledge of my personal, employment, or educational background; and (5) that the Employer and CII may obtain information concerning, among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving record, employment eligibility (E-verify), employment history, criminal arrests and conviction, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information, drug and/or alcohol test results and worker’s compensation history.

I hereby authorize the Employer to procure, and CII to prepare a consumer report and/or investigative consumer report pertaining to me. I further authorize the Employer and CII to conduct an investigation into my personal, employment and educational background for purposes of the preparation of such reports.

I further authorize the Employer and CII in conducting their investigation, to contact my neighbors, friends, associates and other people who may have knowledge of my personal, employment or educational background and for the Employer and CII to obtain information concerning , among other things, my character, general reputation, personal characteristics, mode of living, diplomas, degrees, licenses, transcripts, credit history, driving records, employment eligibility (E-Verify), worker’s compensation history, employment history, criminal arrests and convictions, motor vehicle violations, records of civil judgements, tax liens and bankruptcy information. I further authorize CII to provide the Employer with the information that CII obtains pursuant to its investigation.

In authorizing this investigation, I will voluntarily provide the supplemental data requested on the attached Supplemental Data Form, to ensure that any records which are located which may refer to a person with a name that is identical or similar to mine are properly determined as referring to, or not referring to me. I understand that I do not have to provide the supplemental data and that if I do provide the supplemental date, it will be used only in connection with obtaining a consumer report and/or investigative consumer report on me. Additionally, I certify that I have personally completed the Supplemental Data Form and any supporting documents required to conduct my background check.

I understand that I have the right to obtain additional disclosures concerning the nature and scope of the investigation that the Employer has requested and the right to request a summary of my rights under Section 609(c) of the Fair Credit Reporting Act, by submitting a written request to the Employer. CII’s Privacy Statement may be viewed at <https://corpnew.ciilink.com>.

If I am hired as an employee or retained as a contractor, this authorization will remain on file and shall serve as an ongoing authorization for the Employer to obtain consumer reports and investigative consumer reports at any time during my employment or contractual relationship with the employer.

I further agree that copies of this Authorization and Release that show my signature are as valid as the original Authorization and Release that I have signed.

Before signing the Authorization and Release, I have had the opportunity to review this document with anyone of my choosing, including an attorney.

Print Name: _____

Sign Name: _____

Social Security Number: _____

Date: _____

“Must be signed by a Parent or Guardian if applicant is under the age of 18.

Signature of Minor’s Parent or Guardian: _____

Date: _____



Local Law
Enforcement Inquiry Check
First Mesa Elementary School

REQUESTED UNDER P.L. 101-630, "THE INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT" AND P.I. 101-647 "CRIME CONTROL ACT OF 1990, CHILD CARE WORKER EMPLOYEE BACKGROUND CHECKS"

FROM: First Mesa Elementary School
 P.O. Box 750
 Polacca, AZ 86042

DATE: _____

The person identified below is employed or is being considered for employment or a volunteer, to a position whose duties and responsibilities allow them regular contact with or control over Indian children. To comply with these laws, please search your files and report results on this form within 10 days from the date above. The information you provide including your identity will be disclosed to the person identified below if he or she should request.

PLEASE PRINT CLEARLY

FIRST NAME: _____ MIDDLE: _____ LAST: _____
 DATE OF BIRTH: _____ SOCIAL SECURITY # _____
 MAIDEN NAME: _____ SIGNATURE: _____

OFFICIAL USE ONLY

Do your records show that the person identified above has ever been arrested or convicted of an offense against the law, or forfeited collateral, or is now under charges for any offense against the law? (Exclude traffic violations for which a fine of \$100 or less was imposed. Including any offense(s) committed before the 18th birthday which was finally adjudicated in a juvenile court or any conviction record of which has been expunged under Federal or State Laws). () YES () NO

If your answer is "YES", please list each charge below or attach report to this form:

DATE:	AGE GIVEN:	OFFENSE:	DISPOSITION:

PLEASE PROMPTLY RETURN THE REQUESTED INFORMATION

SIGNATURE: _____ TITLE: _____ DATE: _____