

**CLASSIFIED APPLICATION**  
**CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28**  
 410 Camp Lincoln Road  
 Camp Verde, AZ 86322  
*"An Equal Opportunity Employer"*

POSITION(S) APPLYING FOR: _____	Full Time: _____	Date: _____
	Part Time: _____	

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How long have lived at the above address? \_\_\_\_\_

If less than five years, please provide CVUSD #28 with the following information:

Previous Address: \_\_\_\_\_

Have you worked for CVUSD #28 before? \_\_\_\_\_ Yes  
 \_\_\_\_\_ No

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Please list names of relatives/friends working for this District: \_\_\_\_\_  
 \_\_\_\_\_

**USEFUL SKILLS**

(Please check all boxes that apply)

Typing wpm \_\_\_\_\_

Shorthand wpm \_\_\_\_\_

10-Key

Dictaphone

Electrical

Plumbing

Carpentry

Electronics

Commercial Drivers' License

Other Skills: \_\_\_\_\_

Computer Experience (list types of Computers and software: \_\_\_\_\_  
 \_\_\_\_\_

List types of machinery you can operate that would be beneficial to the position(s) you are applying for: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION/TRAINING (In Chronological Order)**

High School/ College/ Other	Location	Specialization or Nature of Course Completed	Dates Attended From To	Degrees or Diploma	Date Graduated

**WORK EXPERIENCE** (List below your last 3 employers, beginning with the most recent)

Former Employer Name, Address, Telephone No.*	Job Title and Responsibilities	Dates Employed (MM/YY)		Reason for Leaving
		From	To	

\*We may contact on or all of your former or current employer(s). Please list here if there are any former or current employer(s) you DO NOT want us to contact and why: \_\_\_\_\_

The application will not be considered complete until the District is in receipt of all the following documents:

- 1 Completed application and signed Consent to Conduct Background Investigation.
- 2 Resume (optional).
- 3 Current District Employee applicants must include a letter from their supervisor.

**PERSONAL REFERENCES**

NOT RELATIVES OR FORMER EMPLOYERS THAT YOU HAVE KNOWN FOR  
AT LEAST 5 YEARS

Name	Mailing Address	Phone No.	Years Acquainted

**ADDITIONAL INFORMATION**

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“Yes” answers to the following five questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that 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 you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation 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).

NO  YES/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 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.

NO  YES/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.

NO  YES/Explanation: \_\_\_\_\_

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

NO  YES/Explanation: \_\_\_\_\_

5. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01?

NO  YES/Explanation: \_\_\_\_\_

**Conviction of a crime is not an automatic bar to employment; the District will consider the nature of the offense, and the relationship between the offense and the applied for position**

By signing this application, I authorize you to request information concerning my education, training, experience, qualifications and job performance from any former and current employer of mine (except as specifically indicated above) and I specifically waive any right I have under ARS 23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine.

I understand, at the time of hire, I will be responsible for costs incurred to complete fingerprinting and background investigation fees.

I authorize investigation of all statements contained in this application. I understand that misrepresentations or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time. I understand that all appointments to a position are “At Will” and may be terminated with or without cause.

**READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION**

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 future 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.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPPORT STAFF HIRING**  
CONSENT TO CONDUCT BACKGROUND  
INVESTIGATION AND RELEASE

I, \_\_\_\_\_ [applicant's name], \_\_\_\_\_ [social security number] have applied for employment with the \_\_\_\_\_ School District to work as a \_\_\_\_\_ [job title]. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any 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 connection 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.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section 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 that the School District will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive \_\_\_\_\_/do not waive \_\_\_\_\_ (initial only one) my right to receive a copy of any written communication furnished to the School District by any employer.

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

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant