



**ADMINISTRATIVE/TECHNICAL APPLICATION**

*Please complete all sections of this application. Items listed on resumes will not be accepted as substitution for required information. Applications remain active for the school year for which you apply. To renew, a written request must be submitted.*

Position Desired:	Date:
Job Number(s):	

Last Name	First Name	Middle Initial
-----------	------------	----------------

Street Address	City	State (Zip)	Telephone
----------------	------	-------------	-----------

School year \_\_\_\_\_

Date available \_\_\_\_\_

Has a representative of Arlington Public Schools interviewed you? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Please indicate place and date of interview \_\_\_\_\_

Are you currently under contract with another school district? \_\_\_\_\_ If yes, why are you seeking a change?

Highest Degree Earned/Conferred \_\_\_\_\_ Degree Program \_\_\_\_\_

Do you hold an administrative license or certificate for which you are applying? \_\_\_\_\_

State and Expiration Date \_\_\_\_\_

Field of specialization or major in the Master's or Doctorate Degree program:  
 \_\_\_\_\_

List the language(s) in which you are proficient: \_\_\_\_\_

**EDUCATIONAL TRAINING**

List all colleges or universities attended for undergraduate or graduate study, in chronological order, beginning with first undergraduate study. Include institutions attended even though no degree was earned. (Use an additional page if necessary.)

College or University	Dates of Attendance	Major Field

**WORK EXPERIENCE** (List all work experience)

List all your work experience, with the most recent employer listed first. Use space provided or an additional page if necessary.

<b>Position</b>	<b>Dates Worked From To</b>	<b>Employer's Name, Address, and Telephone Number</b>	<b>Reason for Leaving</b>

**REFERENCES**

**Applicants with educational experience:** References must include principals, supervisors, and/or superintendents related to most recent educational experience.

**Applicants with full time work experience other than teaching:** References must include supervisory officials.

**REFERENCES**

Please provide references including your immediate supervisor.

<b>NAME AND POSITION</b>	<b>COMPANY ADDRESS AND TELEPHONE NUMBERS</b>
1.	
2.	
3.	

Membership in organizations (relevant to position): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT TESTIMONY

Name: \_\_\_\_\_

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

*Because of the tremendous responsibility Arlington Public Schools has to its school children and community, the following information is needed from all applicants and employees regarding convictions\*. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely can mean disqualification from consideration for employment or can be cause for consideration of dismissal if employed. 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 Personnel Services.*

Have you ever been fired, asked to resign, allowed to resign in lieu of dismissal, denied renewal of an employment contract or received a dishonorable or bad conduct discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a minor (child under the age of 18)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>A Yes answer to this question will not automatically disqualify you for employment.</i> Have you ever been convicted of any crime or offense (felony or misdemeanor)? Do not include convictions for minor traffic violations. Do include DWI/DUI convictions and habitual offender violations. <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever entered a plea of guilty, been placed on probation or otherwise received a suspended imposition of sentence or deferred disposition to a charge of a felony, misdemeanor involving moral turpitude, the physical or sexual abuse or neglect of a child, sexual assault, use or possession of drugs, or obscenity and related offenses. If yes, list the specific offense(s), the date of the court disposition or upcoming court date, and the name of the court and jurisdiction where the case was or will be heard. <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Social Services Department, Child Protective Service unit or any other governmental agency ever investigated charges of abuse or neglect against you and determined such charge to be "founded", "probably founded", "reason to suspect", or similar findings? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are their criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to any of the questions above, please attach a statement of explanation. (An affirmative response will not automatically disqualify an applicant.)

- **CONVICTION** means the final judgment on a verdict or a finding of guilty, or a plea of 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. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

\*\* A.R.S. 13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

Do you have a legal right to work for Arlington Public Schools at this time?  Yes  No

Do you currently have a visa to work in the United States?  Yes  No

If you currently have a visa to work in the United States please list the expiration date.

(If you accept a position, you will be required to verify your right to work in the United States.)

---

Please read the following statement carefully and indicate your understanding and acceptance by signing and dating this document in the space provided.

My agreement below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction records checks, reference checks, and release of investigatory information processed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Arlington Public Schools contacts in connection with my employment application to fully provide the Arlington Public Schools with all information it requests; I hereby release the Arlington Public Schools, its official members, employees and agents from any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relation that I might otherwise have against any provider of such information. I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include school board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

I certify that I have read this form and my application in its entirety and the information herein provided is true, accurate and complete. I understand that, should any statements I have made prove to be false, or misleading, it may result in the rejection of my application or in my immediate discharge if I am employed, I also understand that any misstatements or omission of fact on this application may result in my immediate discharge. Any such discharge following employment is without grievance rights. I further understand and agree that acceptance of this application on my part does not constitute an employment agreement, and that an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

This application becomes a public record and is subject to disclosure.

---

Date

---

Signature of Applicant

---

*The Arlington County School Board does not discriminate in employment or in its educational programs and activities against qualified individuals with disabilities nor on the basis of age, gender, race, color, religion, national origin or sexual orientation.*