



# FIRST MESA ELEMENTARY SCHOOL

P.O. Box 750 POLACCA, ARIZONA 86042  
PHONE: 928.737.2581 FAX: 928.737.2323  
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
4. Copy of Degree
5. Copy of High School Diploma
6. Certificate of Indian Blood
7. 3 References

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,

Alvanessa Waters  
Administrative Assistant



# First Mesa Elementary School

P.O. Box 750 Polacca, AZ 86042 Phone: 928.737.2581 Fax: 928.737.2323

## 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:** 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 child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment.

<b>Full Name:</b>		
Last Name:	First Name:	Middle Name:
Mailing Address	City/State	Zip Code:
<b>Position(s) Desired (indicate one or more)</b>		<b>Type of Endorsement: (Circle endorsement if applying for teaching or administrative position)</b>
a) _____ b) _____ c) _____		Bilingual: _____ Gifted: _____ Reading: _____ Specialist: _____ Library Media Specialist _____ Other: _____ _____
<b>Type of Certification:</b>		<b>Expiration date:</b>
Elementary Education certificate		
Special Education certificate		
Substitute certificate		
Principal certificate		
Other certifications		
<b>Grade Level Preference (please circle one if applying for a teaching position)</b>		
Kindergarten:	1 <sup>st</sup>	2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> No Preference
Additional Information:		
Do you have the legal right to accept employment in the Unites 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**

Please complete the following information for each job that you have held, starting with your present job or most recent job. Include military service assignment and volunteer activities. 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: \_\_\_\_\_

Date-from: \_\_\_\_\_ Date-to: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe duties:

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Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer's phone number: \_\_\_\_\_

Employer address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date-from: \_\_\_\_\_ Date-to: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe duties:

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Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer's phone number: \_\_\_\_\_

Employer address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date-from: \_\_\_\_\_ Date-to: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Describe duties:

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Reason for leaving: \_\_\_\_\_

**EDUCATION (List ultimate degree)**

GED: YES: \_\_\_\_\_ NO: \_\_\_\_\_ Date GED Received: \_\_\_\_\_

Name and Address of Site: \_\_\_\_\_

List last name(s) if different than above at time of attendance: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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:

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

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**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 individuals 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

**REFERENCES**

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: \_\_\_\_\_

**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 7 YEARS**

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

# DISCLOSURE STATEMENT

## Disclosure

In connection with an evaluation of your qualification 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.

The Employer will be utilizing Corporate Investigations, INC (CII) (2275 Swallow Hill Road, Suite 500 Pittsburgh, PA 15220, 1.800.600.0244, <http://ciilink.com>) a consumer reporting agency, to conduct an investigation into your background and to prepare a consumer report and/or investigative consumer report pertaining to you. In conducting its investigation, CII may contact your neighbors, friends, associates or other people who may have knowledge of your personal employment or educational background. CII may obtain information concerning, among other things, your 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 convictions, motor vehicle violations, records of civil judgements, tax liens, bankruptcy information and worker's compensation history.

You have the right to obtain additional disclosures concerning the nature and scope of the investigation that the Employer has requested. You also have the right to request a written summary of your rights pursuant to Section 609(c) of the Fair Credit Report Act. If you would like to obtain additional disclosures concerning the nature or scope of the investigation that the Employer has requested, or if you would like to obtain a written summary of your rights, please submit a written request to the Employer. ICC's Privacy Statement may be viewed at <http://ciilink.com>.

## Acknowledgment

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

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

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

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 characteristic 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 reported 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 Investigations, Inc. ("CII") (2275 Shallow Hill Road, Suite 500, Pittsburgh, PA 15220, 1.800.600.0244 <http://ciilink.com>), a consumer reporting agency, to assist in conducting an investigative consumer report pertaining to me; (4) that, in conducting their investigation, the Employer or CII may contact my neighbors, friends, associates and other people who may have knowledge of my personal, employment or education 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 convictions, motor vehicle violations, records of civil judgments, tax liens, bankruptcy information 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 education background for purposes of the preparation of such reports.

I further authorize the Employer and CII in ducting their investigation, to contact my neighbors, friends, associates and other people who may have knowledge of my personal, employment or education 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, it will be used only in connection with this investigation. Additionally, I certify that I, the undersigned applicant, have personally completed the Supplemental Data Form and any supporting documents required to conduct my background check.

I hereby release the Employer, CII and any persons providing information to the Employer or CII from any and all liability that may arise in connection with the above described background investigation.

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.

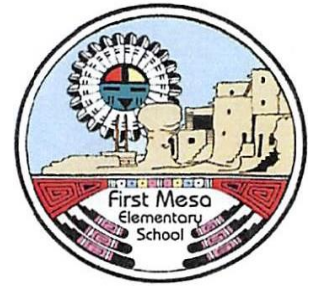
Before signing the Authorization and Release, I have had the opportunity to review this document with anyone of my choosing, including an attorney.

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

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

Social Security Number: \_\_\_\_\_

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



**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.L. 101-647 "CRIME CONTROL ACT OF 1990, CHILD  
CARE WORKER EMPLOYEE BACKGROUND CHECKS"

FROM: First Mesa Elementary School                      FROM:  
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 date above. The information you provide including your identity will be disclosed to the person identifies 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 TO: ALVANESSA.WATERS@BIE.EDU

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

