



FIRST MESA ELEMENTARY SCHOOL

P.O. Box 750 POLACCA, ARIZONA 86042

PHONE: 928.737.258 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 & Official transcript before hired
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,

Nillarita Tso
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.

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) _____ b) _____ c) _____		Bilingual: _____ Gifted: _____ Reading: _____ Specialist: _____ Library Media Specialist _____ 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 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: _____		

PAST 10 YEARS

EMPLOYMENT:

Name: _____

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, unemployment status, 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:

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:

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:

Reason for leaving: _____

EDUCATION (List ultimate degree): _____ Name: _____

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:

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 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

4 Reference Needed

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 guilty 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 disposition of the matter.
___ YES ___ NO

2. Have you ever been arrested for or charged with, convicted of, entered a plea of guilty or nolo contendere or are you presently 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(s) against you and the final or current disposition of the matter. ___ YES ___ NO

3. Have you ever been fired from any job or have you ever resigned from any job at the request of or by mutual agreement with the employer or while charges against you were being investigated? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answered "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, resignation or allegations against you. ___ YES ___ NO

4. Have you ever had a license or certificate of any kind, revoked or suspended or have you in any way been sanctioned by or in any charge or complained 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 truth and completeness of all information provided in 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 or 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 investor's and authorized First Mesa Elementary school employees.

Name:

Date:

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 ode 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 (EVerify), 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
 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: d.loma@fmesschool.com

SIGNATURE: _____ TITLE: _____ DATE: _____

