

SCHOOL DISTRICT NO. 21 OF MARICOPA COUNTY, ARIZONA
MURPHY ELEMENTARY SCHOOLS

Administrative Center
2615 West Buckeye Road
Phoenix, AZ 85009

Telephone (602) 353-5000

Fax (602) 353-5081

<http://www.msdez.org>

careers@msdez.org

APPLICATION FOR
CERTIFICATED AND/OR ADMINISTRATIVE EMPLOYMENT

Social Security No.: _____ Date: _____

Name: _____
Last First Full Middle

Permanent Address: _____ Telephone: _____

City: _____ State: _____ Zip _____

Present Address: _____ Until: _____

City: _____ State: _____ Zip _____

Position(s) Desired:

First Preference _____

Second Preference _____

Third Preference _____

IMPORTANT: * Before final consideration for employment, the candidate must have on file in the Human Resources Office a complete applicant file. This consists of:

- A. Completed Application
- B. Complete transcripts of all university/college work
- C. Current placement file which should include recommendation from cooperating teacher, or recommendation from most recent employer, plus two additional letters of recommendation.

* Out-of-state candidates should write to the State Department of Education, 1535 West Jefferson Street, P.O. Box 25609, Phoenix, Arizona 85002, regarding certification requirements. All applicants must qualify for Arizona Certification prior to assuming a position with the District.

FOR OFFICE USE ONLY

<input type="checkbox"/> Bilingual - Spanish	<input type="checkbox"/> Placement File
<input type="checkbox"/> Reviewed _____	<input type="checkbox"/> Interviewed _____
<input type="checkbox"/> Official Transcripts	<input type="checkbox"/> Recommendation _____
<input type="checkbox"/> Certification (County Stamped)	

An Equal Opportunity Employer

Murphy Elementary School District does not discriminate on the basis of age, race, color, religion, sex, marital status, disability, or national origin.

PERSONAL DATA

1. Have you ever worked with children? _____ If yes, in what capacity? _____
2. Have you previously worked for Murphy School District? _____ If yes, in what position? _____
3. Have you ever been dismissed from or refused employment? _____ If yes, under what conditions did refusal/dismissal take place? _____
4. Have you ever been asked to resign from a position? _____ If yes, please explain _____
5. What are your special interests, abilities or talents? _____
6. List any professional, community or academic organizations to which you belong. _____
7. List leadership positions you have held in above organizations. _____
8. What languages other than English do you: speak () read () write ()?
fluently () good () fair ()

E D U C A T I O N **LIST ALL COLLEGES OR UNIVERSITIES ATTENDED FOR UNDERGRADUATE OR GRADUATE STUDY (Use additional page if needed.)**

College or University	Dates of Attendance	Major Field	Minor Field	Degree Earned or Expected	Data Earned or Expected

E M P L O Y M E N T H I S T O R Y **Please answer all questions even if a resume is submitted, leave no blanks. Work experience account for all periods of military service and unemployment. *Please explain any gaps in employment if more than three (3) months:***

from: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	No. of Mos. or Yrs. <input type="text"/> <input type="text"/>	Name of Employer	Duties: (if teacher subject/gr. Taught)
to: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	Yrs. <input type="text"/> Mos. <input type="text"/>	Address	Salary \$
Name of Supervisor		Phone	
Reason for leaving			
from: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	No. of Mos. or Yrs. <input type="text"/> <input type="text"/>	Name of Employer	Duties: (if teacher subject/gr. Taught)
to: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	Yrs. <input type="text"/> Mos. <input type="text"/>	Address	Salary \$
Name of Supervisor		Phone	
Reason for leaving			
from: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	No. of Mos. or Yrs. <input type="text"/> <input type="text"/>	Name of Employer	Duties: (if teacher subject/gr. Taught)
to: <input type="text"/> <input type="text"/> Mo. <input type="text"/> <input type="text"/> Yr.	Yrs. <input type="text"/> Mos. <input type="text"/>	Address	Salary \$
Name of Supervisor		Phone	
Reason for leaving			

REFERENCES

Give name and address of three references who are familiar with your personality, character and work habits. Exclude relatives.

Name	Address	Telephone No.	City	State	Zip

NARRATIVE STATEMENTS

If you need additional space, please attach separate sheet.

1. Please state briefly in your own handwriting your philosophy of education and what you can contribute to a progressive educational system serving a major urban multiracial area.

2. What are the aspects of your education and experience that would be particularly appropriate for this position?

3. Describe the literacy program you would implement.

4. Describe a discipline plan you would use in your classroom.

5. Describe how you would plan an effective parent involvement program.

6. Discuss your knowledge, background and experience relative to technology including computers and their use in the classroom.

EMPLOYMENT REQUIREMENTS

Upon employment, the following must be met:

ELIGIBILITY STATUS: Immigration and Reform and Control Act of 1986 (IRCA) requires that proof of work eligibility be provided.

IMMUNIZATION RECORDS: Arizona State Department of Health Services (regulations R9-6-729 and R-9-6-742) requires that Proof of Immunization for Measles and Rubella be provided unless the employee falls within one of the exceptions as per District policy.

SELECTIVE SERVICE REGISTRATION: Arizona Revised Statute 38-201D requires that individuals who need to be registered with the Selective Service provide their Selective Service Number, local board number, city and state registered.

CONVICTION REPORT

Because of the tremendous responsibility Murphy Elementary School District has to its school children and community, the following information is needed from all applicants and employees regarding convictions. *A record on conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment; or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. 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 the Superintendent, Administrative Center.

PLEASE READ CAREFULLY AND ANSWER EVERY QUESTION.

Name _____ Social Security No. _____
 Last First Full Middle

Other names used _____ Dates of usage _____

- A) Have you ever been convicted of a minor offense other than a traffic violation? Yes _____ No _____
 B) Have you ever been convicted of a felony? Yes _____ No _____
 C) Have you ever been convicted of a sex or drug related offense? Yes _____ No _____
 D) Have you ever been convicted of a dangerous crime against children as defined in A.R.S. 13-604.1**? Yes _____ No _____

If any of these boxes are marked "YES", complete the information below and attach a letter of explanation.

CONVICTION INFORMATION

Conviction Charge	Date of Conviction	Court of Conviction
City/State	Amount of Fine	Length of Jail Term
Length and Terms of Probation	Remarks	

CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or plea of not 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. 13-604.01 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, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping, and sexual abuse.

I understand that my application will be considered as vacancies occur, and that it will remain active for one year only, unless I request renewal. Requests for renewal should include data on additional training and experience.

I understand that consideration for salary credit for previous experience will be based upon full-time public school or similar position experience as recorded on this application. Such credit will be given only at the initial time of employment.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate, and complete.

I authorize Murphy Elementary School District No. 21 or its Designee to make all necessary and appropriate investigations allowable by law.

I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

SIGNATURE: _____ DATE: _____