

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](mailto:careers@msdez.org)

APPLICATION FOR  
CLASSIFIED EMPLOYMENT

Social Security No.: \_\_\_\_\_ Date: \_\_\_\_\_

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

Present Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**Position(s) Desired:**

First Preference \_\_\_\_\_

Second Preference \_\_\_\_\_

Third Preference \_\_\_\_\_

FOR OFFICE USE ONLY

<input type="checkbox"/>	Bilingual - Spanish
<input type="checkbox"/>	Reviewed _____
<input type="checkbox"/>	Interviewed Date(s) _____
<input type="checkbox"/>	Recommendation _____

**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.



## QUALIFICATIONS

List all licenses, certificates, credentials, and professional affiliations relative to the job for which you are applying.

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

## REFERENCES

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

Exclude relatives.

Name	Address	Telephone Number	City	State	Zip

## OCCUPATIONAL AND SKILL SUMMARY

Using a checkmark indicate your skills and/or experience as applicable.

### Office/Technical

- \_\_\_\_\_ Typing \_\_\_\_\_
- \_\_\_\_\_ Shorthand
- \_\_\_\_\_ Computer (Make)
- \_\_\_\_\_ Dictating Machine
- \_\_\_\_\_ 10 Key
- \_\_\_\_\_ Bookkeeping
- \_\_\_\_\_ General Ledger
- \_\_\_\_\_ Accounts Receivable
- \_\_\_\_\_ Accounts Payable
- \_\_\_\_\_ Financial Statements
- \_\_\_\_\_ Receptionist
- \_\_\_\_\_ OTHER

### Maintenance/Grounds

- \_\_\_\_\_ Plumbing
- \_\_\_\_\_ Heating/ Air Condit.
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Carpentry
- \_\_\_\_\_ Equipment Repair
- \_\_\_\_\_ Electrician
- \_\_\_\_\_ Roofing
- \_\_\_\_\_ Welding
- \_\_\_\_\_ Custodian
- \_\_\_\_\_ Grounds Keeping
- \_\_\_\_\_ Warehouse/Receiving
- \_\_\_\_\_ OTHER

### Transportation

- \_\_\_\_\_ School Bus Driver\*
- \_\_\_\_\_ State Certification
- \_\_\_\_\_ Transit Operator
- \_\_\_\_\_ Truck Driver
- \_\_\_\_\_ First Aid Training
- \_\_\_\_\_ Truck/Bus Service
- \_\_\_\_\_ Truck/Bus Mechanic
- \_\_\_\_\_ Commercial Driv. Lic#

### Food Service

- \_\_\_\_\_ Quantity Cooking
- \_\_\_\_\_ Quantity Baking
- \_\_\_\_\_ Dish Machine
- \_\_\_\_\_ Cash Register
- \_\_\_\_\_ Food Handler's Card
- \_\_\_\_\_ Cafeteria Style
- \_\_\_\_\_ OTHER

\_\_\_\_\_ Driver's Lic. #

\* Bus Drivers must be at least 21 years old

\_\_\_\_\_ OTHER



## AFFIRMATIVE ACTION DATA FORM

Name \_\_\_\_\_ Social Sec. # \_\_\_\_\_  
(Last) (First) (Middle)

The Murphy Elementary School District No. 21 is an Equal Opportunity-Affirmative Action Employer, and attempts to be completely unbiased and fair in district employment practices. For this reason, we have eliminated any mention of ethnic background on our application forms. However, our district's Affirmative Action Plan requires that we keep a separate record of this information so minority applicants can receive full consideration for all position openings. Therefore, it would be beneficial to us if you would complete the following information which will be kept confidential and will not be filed with or made part of your application.

1. Position Applied for:

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Regular Teacher    | <input type="checkbox"/> Administration     | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Instructional Aide | <input type="checkbox"/> Clerical    |
| <input type="checkbox"/> Food Service       | <input type="checkbox"/> Other              |                                      |

2. Sex:  Male  Female

3. Ethnic Background:

- |   |   |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic *           |
| <input type="checkbox"/> Asian/Pacific Islander         | <input type="checkbox"/> White (non-Hispanic) |
| <input type="checkbox"/> Black                          | <input type="checkbox"/> Other                |

\*Includes persons of Mexican, Puerto Rican, Latin American or other Spanish culture/origin.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION  
AND RELEASE**

I \_\_\_\_\_ [applicant's name], have applied for employment with this 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 if I am considered for an offer of employment. This investigation may include asking my current and any former employer and 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.

I waive \_\_\_\_\_/ do not waive \_\_\_\_\_ (initial one only) 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.

I waive \_\_\_\_\_/ do not waive \_\_\_\_\_ (initial one only) 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 of facsimile ("fax") copy of this form that show my signature shall be as valid as an original.

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

**Social Security Number**

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**Date of Birth** - used for identification purposes only

MONTH		DATE		YEAR					

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Other Names Used</b> (maiden name, AKA names, etc.)		

<b>Current Residential Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>

List each CITY, STATE and ZIP CODE (if known) where you have lived during the past seven years:

City	State	Zip Code	From Date	To Date	
					[ ]
					[ ]
					[ ]
					[ ]
					[ ]

<b>Driver's License Number</b>	<b>State of Issue</b>
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