

2 PROFESSIONAL EXPERIENCE

List most recent experience first. "SEE RESUME" is not a sufficient response.

Position: _____ FT PT
Dates: _____ to _____ Employer: _____
Address: _____
Street City/State Zip
Supervisor: _____ Phone: (_____) _____
Grades / Subjects: _____
Nature of Work: _____
Reason for Leaving: _____

Position: _____ FT PT
Dates: _____ to _____ Employer: _____
Address: _____
Street City/State Zip
Supervisor: _____ Phone: (_____) _____
Grades / Subjects: _____
Nature of Work: _____
Reason for Leaving: _____

Position: _____ FT PT
Dates: _____ to _____ Employer: _____
Address: _____
Street City/State Zip
Supervisor: _____ Phone: (_____) _____
Grades / Subjects: _____
Nature of Work: _____
Reason for Leaving: _____

Please use additional sheets if you need more space

REFERENCES

Please give names and addresses of three references who are familiar with your personality, character, and work performance.

Name: _____ Position: _____
Address: _____ Phone: (_____) _____
Street City / State Zip

Name: _____ Position: _____
Address: _____ Phone: (_____) _____
Street City / State Zip

Name: _____ Position: _____
Address: _____ Phone: (_____) _____
Street City / State Zip

EDUCATION

3

Please list all schools attended, beginning with high school and continuing through graduate/professional degrees.

“SEE RESUME” is not a sufficient response

School: _____ Dates Attended _____ to _____

Major: _____ Minor: _____ Degree: Completed Expected When _____

Address: _____
Street City / State Zip

School: _____ Dates Attended _____ to _____

Major: _____ Minor: _____ Degree: Completed Expected When _____

Address: _____
Street City / State Zip

School: _____ Dates Attended _____ to _____

Major: _____ Minor: _____ Degree: Completed Expected When _____

Address: _____
Street City / State Zip

Undergraduate GPA _____ Graduate GPA _____ Hours beyond most recent degree _____

Describe additional training not listed above: _____

Are there other experiences, skills, and abilities that would especially qualify you for the position(s) indicated? _____

What languages do you speak other than English? _____

List computer programs you can use _____

ACTIVITIES & HONORS

Professional organizations to which you belong: _____

Leadership positions held: _____

Honors received: _____

4 BACKGROUND CHECK

Due to the tremendous responsibility Coconino County Regional Accommodation SD #99 has to its students and community, the following information is needed from all applicants and employees regarding convictions.* A conviction on record does not prohibit employment; however, failure to complete this form accurately may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Personnel Director. Please read carefully and answer every question.

1. Have you ever been convicted of a minor offense other than a traffic violation, or admitted to one in open court pursuant to a plea agreement? Yes No
2. Have you ever been convicted of a felony, or admitted to one in open court pursuant to a plea agreement? Yes No
3. Have you ever been convicted of a sex or drug-related offense, or admitted to one in open court pursuant to a plea agreement? Yes No

Notarized ARS 15-512 Certification Form

Name _____

Position _____

I, _____ being duly sworn, do hereby certify that I have never been
(Signature)

Convicted of or admitted committing, am not now awaiting trial for committing any of the following criminal offenses in the State of Arizona or similar offenses in any other jurisdiction:

- Sexual abuse of a minor
- Incest
- First or second degree murder
- Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of offer to sell, transport or distribute marijuana or dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
- Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- Robbery
- A dangerous crime against children as defined in § 13-604.01
- Child abuse
- Sexual conduct with a minor
- Molestation of a child
- Manslaughter
- Aggravated assault
- Assault
- Exploitation of minors involving drug offenses

Subscribed, sworn to, and acknowledged before me by _____

On the day of _____, _____

In _____ County, State of _____.

(Seal)

Notary Public