



# ADMINISTRATIVE APPLICATION

**THANK YOU FOR YOUR INTEREST IN THE CARTWRIGHT SCHOOL DISTRICT. PLEASE RETURN YOUR COMPLETED PACKET WITH THE FOLLOWING ITEMS INCLUDED SO THAT WE MAY EVALUATE YOUR QUALIFICATIONS.**

1. The *Administrative Application* consists of nine (9) pages which includes the *Universal Background Screening and Combined Disclosure Notice and Authorization Regarding Investigative Consumer Reports* forms.
2. Please review the Job Posting for the specific position on our website under the CAREER tab and then the CERTIFIED tab. A candidate must submit to Personnel Services an employment packet complete with all required pieces to be considered. Any required item that is missing will constitute an incomplete packet.

## SUBMIT YOUR EMPLOYMENT PACKET:

1. In **PERSON** to:

**3401 N. 67<sup>th</sup> Avenue** (corner of 67<sup>th</sup> Avenue and Osborn Road, between Indian School and Thomas Roads).

We are usually open Monday through Friday from 7:30am – 4:00pm.

**During winter break Personnel Services will be CLOSED on the following days:**

Monday, December 28; Tuesday, December 27; and Friday, December 30

Monday, January 2; Tuesday, January 3; and Friday, January 6

2. By **MAIL** to:

**Cartwright School District**

**Personnel Services**

**3401 N. 67<sup>th</sup> Avenue**

**Phoenix, AZ 85033**

3. By **FAX** to:

**(623) 691-4079.** It is the responsibility of the applicant to confirm at (623) 691-4076 that your complete packet has been received.

## CONTACT PERSONNEL SERVICES:

Linda Elias

623-691-3911 FAX: 623-691-4079

[lelias@mail.cartwright.k12.az.us](mailto:lelias@mail.cartwright.k12.az.us)

**OFFICE USE ONLY**  
Application processed by: \_\_\_\_\_

Date of application: \_\_\_\_\_

**CARTWRIGHT ELEMENTARY SCHOOL DISTRICT #83**

3401 North 67th Avenue

Phoenix, Arizona 85033

**An Equal Opportunity Organization**

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

**APPLICATION FOR ADMINISTRATIVE EMPLOYMENT**

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street Apt. City State Zip Code  
( ) ( )  
Home Telephone Cell Telephone Date

Permanent Address  Same as above  Listed below

\_\_\_\_\_ Street Apt. City State Zip Code  
( ) ( )  
Home Telephone Cell Telephone Date

*Submission of current résumé required. This application must be completed without reference to résumé. Applications will be retained for one year.*

**PERSONAL DATA (Please type or print)**

Are you currently under contract? Yes  No  When are you available? \_\_\_\_\_

Are you legally authorized to work in the United States of America? Yes  No

Other names used \_\_\_\_\_  
Date(s) of use \_\_\_\_\_

Do you currently hold a valid **ARIZONA** Administrative Certificate? Yes  No   
Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you currently hold a valid **ARIZONA** Fingerprint Card? Yes  No  Expiration: \_\_\_\_\_  
If "NO," have you applied for one? Yes  No  Date: \_\_\_\_\_

List languages, including English, in which you are proficient:

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| A. _____                       | B. _____                       | C. _____                       |
| <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak |
| <input type="checkbox"/> Read  | <input type="checkbox"/> Read  | <input type="checkbox"/> Read  |
| <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write |



2. Have you ever had any license or certificate of any kind (state certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Yes      No      Explanation: \_\_\_\_\_  
 \_\_\_\_\_

3. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (state certification or otherwise) or by your current or any previous employer? If you answer "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      Explanation: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION AND PROFESSIONAL PREPARATION**

List schools attended and special training received; "See Resume" is **not** responsive.

COLLEGE/UNIVERSITY	LOCATION	DATES	MONTH & YR. GRADUATED	DEGREE	AREA OF STUDY

Describe additional education not listed above (i.e. graduate hours beyond highest degree earned): \_\_\_\_\_  
 \_\_\_\_\_

List honors you have received: \_\_\_\_\_

List professional organizations to which you belong: \_\_\_\_\_  
 \_\_\_\_\_

**PROFESSIONAL MEMBERSHIPS/RECENT COMMUNITY ACTIVITIES**

(Indicate leadership responsibilities relevant to position.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERSONAL REFERENCES

Give names and complete addresses of 3 references that are familiar with your personality, character and work habits. **(Do NOT use relatives as references)**

Reference's Full Name: \_\_\_\_\_ Dates Known: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Telephone #: \_\_\_\_\_  
month year month year

Reference's Full Name: \_\_\_\_\_ Dates Known: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Telephone #: \_\_\_\_\_  
month year month year

Reference's Full Name: \_\_\_\_\_ Dates Known: \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_ Telephone #: \_\_\_\_\_  
month year month year

## CONVICTION DISCLOSURE

Because of the responsibility the Cartwright Elementary School District No. 83 has to its school children and community, the following information is required from all applicants and employees regarding background and convictions. \* A record of conviction does not necessarily disqualify applicant from consideration; 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 Personnel Office. Please read carefully and answer every question. Please **PRINT** clearly!

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

Last

First

Middle

Other Names Used: \_\_\_\_\_ Dates of Usage: \_\_\_\_\_

1. Have you ever been convicted of, admitted to committing, plea-bargained or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? **A DUI conviction is NOT considered a minor traffic offense. You must answer "Yes" if the matter was later dismissed, vacated or expunged.** Yes  No
2. Have you ever been convicted of a felony?\*\*\* Yes  No
3. Are you now awaiting trial on a felony charge? Yes  No
4. Have you ever been convicted of a sex or drug-related offense? Yes  No
5. Have you ever admitted or been convicted of a dangerous crime against children as defined in A.R.S. §13-604.01?\*\*\* Yes  No

**IF YOU ANSWERED "YES" TO ANY QUESTION 1 THROUGH 5, YOU MUST COMPLETE CONVICTION INFORMATION ON THE BOTTOM OF PAGE 5.**

6. Is there any other information not required by this application that you should disclose to the District so it may accurately evaluate your fitness in a position of public trust with minor students? Yes  No

*(If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc. disclose and the District will determine whether the information is pertinent. **If your answer is "Yes," fully explain. Use a separate sheet of paper if necessary.**)*

\***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo 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 that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**\*\*Please note** that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the crimes listed in A.R.S. §15-512D and A.R.S. §13-604.01. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

**A.R.S. §15-512(D)**

1. Sexual abuse of a minor
2. Incest
3. First- or second-degree murder
4. Kidnapping
5. Arson
6. Sexual assault
7. Sexual exploitation of a minor
8. Felony offenses involving contributing to the delinquency of a minor
9. Commercial sexual exploitation of a minor
  
10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs
13. Burglary in the first degree
14. Burglary in the second or third degree
15. Aggravated or armed robbery
16. Robbery
17. A dangerous crime against children as defined in A.R.S. 13-604.01
18. Child abuse
19. Sexual conduct with a minor
20. Molestation of a child
21. Manslaughter
22. Aggravated assault
23. Assault
24. Exploitation of minors involving drug offenses

**\*\*\*A.R.S. §13-604.01:** prohibits any of the following committed against a minor under the age of 15

1. Second degree murder
2. Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument
3. Sexual assault.
4. Molestation of a child
5. Sexual conduct with a minor
6. Commercial sexual exploitation of a minor
7. Child abuse as defined in §13-3623, subsection B, paragraph 1
8. Kidnapping
9. Sexual abuse
10. Taking a child for the purpose of prostitution as defined in §13-3206
11. Child prostitution as defined in §13-3212
12. Involving or using minors in drug offenses
13. Continuous sexual abuse of a child

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## CONVICTION INFORMATION

1. Conviction Charge: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Court of Conviction: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Amount of Fine: \_\_\_\_\_ Length of Jail Term: \_\_\_\_\_

Remarks: \_\_\_\_\_

Length and Terms of Probation: \_\_\_\_\_

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE**  
**Cartwright School District No. 83**

I \_\_\_\_\_ (**PRINT NAME**) have applied for employment with Cartwright School District to work as a certified employee. 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. This investigation may include asking my current and any former employer(s), and any educational institution(s) 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) along with the reasons for termination of past employment from previous employers and similar information.

- 1.** I voluntarily and knowingly, without reservation, authorize each and every present and past employer or supervisor, college or university, or other institute of learning administrator, law enforcement agency, state agency, federal agency, finance bureau/office, credit bureau, collection agency, private business, military branch or the National Personnel Records Center, personal references and/or other persons to give records of information they may have concerning my criminal conviction history, health, character and employment records or any other information requested to the school district or its authorized agent.

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 ONLY ONE**) my right to see any written reference or other information provided to Cartwright School District by any educational institution.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

- 2.** According to Arizona Revised Section 23-1361, any employer who 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 Cartwright School District will not further consider my application if it can not complete its background investigation.

I **waive** \_\_\_\_\_/do not **waive** \_\_\_\_\_ (**INITIAL ONLY ONE**) 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 Cartwright 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 Cartwright School District to complete its background investigation.

- 3.** This authorization and release shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and a photocopy or facsimile ("fax") copy of this authorization that shows my signature shall be as valid as an original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Applicant /Employee Signature



<b>Social Security Number</b> - -	<b>Date of Birth</b> (Month/Day/Year - for identification purposes only) / /
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<b>Full Name</b> (First / Full Middle Name / Last)
<b>Other Names Used</b> (maiden names, AKA names, etc.)

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

List all previous addresses from the past seven years:

City	State	Zip Code	From Date	To Date	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

<b>Driver's License Number</b>	<b>State of Issue</b>
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**NOTICE TO RESIDENTS OF CALIFORNIA, MINNESOTA AND OKLAHOMA ONLY:** If you would like to receive a copy of your background information obtained by Universal Background Screening, please indicate by checking the following box:  Yes, please send me a copy of my report.

**APPLICANT DO NOT WRITE IN THIS BOX – FOR EMPLOYER USE ONLY:**

**Your standard package will be automatically performed unless you specify otherwise below:**

- Perform selected services *in addition to* standard package
- Perform selected services *in place of* standard package
- 39-Month driving record
- Social Security Address/Alias Trace
- Additional County Criminal History Searches (check box next to addresses above)
- Educational Degree Verification
- Personal/Prof. Reference Verification
- Professional Licensure Verification
- Previous Employment Verification

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION  
REGARDING INVESTIGATIVE CONSUMER REPORTS**

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, **CARTWRIGHT SCHOOL DISTRICT** (“the company”) may obtain a consumer report and/or investigative consumer report that includes, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on my character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent the company and/or its designated agent, Universal Background Screening, to procure such a report. I understand that pursuant to the Federal Fair Credit Reporting Act, **CARTWRIGHT SCHOOL DISTRICT** will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

**NOTICE TO RESIDENTS OF CALIFORNIA, MINNESOTA AND OKLAHOMA ONLY:**  
If you would like to receive a copy of your background information obtained by Universal Background Screening, please indicate by checking the following box:  
 Yes, please send me a copy of my report.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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