

ADMINISTRATIVE APPLICATION

Colorado River Union High School District #2

Post Office Box 21479 Bullhead City, AZ 86439 (928) 768-1665 (928) 768-1702

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PERSONAL INFORMATION:

Name _____
 Last First Middle

Home Address _____ Telephone () _____

City _____ State _____ Zip _____

Business Address _____ Telephone () _____

City _____ State _____ Zip _____

In what languages are you fluent? _____

PRESENT POSITION:

Title _____ Since _____

Employing Institution _____ Telephone () _____

Address _____
 Street City State Zip

Total Pupils Enrolled _____ Number of Elementary Schools _____

Number of Classified Staff _____ Number of Middle/Jr. High Schools _____

Number of Certified Staff _____ Number of Senior High Schools _____

Present Salary \$ _____ Length of Present Contract _____

Expiration Date _____ Date Available _____

Reason for leaving present position _____

Name of immediate supervisor _____ Title _____

Phone-Business () _____ Phone-Residence () _____

CERTIFICATION:

Position(s) for which you are applying _____

What Arizona Certificates do you hold or are eligible to obtain?

Superintendent Principal Supervisor Other

Note: All candidates for positions with the Colorado River Union High School District will complete the A.R.S. 15-512 certification.

It is the policy of Colorado River Union High School District not to discriminate on the basis of sex, race, color, creed, age, disability, political affiliation, marital status or national origin in its educational programs, activities or employment policies as required by Federal Law.

Compliance officer: Superintendent, Colorado River Union High School District Office, 5221 Highway 95, telephone number (928) 768-1665.

EDUCATION: (See Resume is not sufficient)

Name of School and Location	Dates of Attendance	Date of Degree

Highest degree earned: _____ Graduate semester hours earned after highest degree: _____

Undergraduate Major: _____ Minor _____ GPA _____

Graduate degree(s) in: _____ GPA _____

EXPERIENCE: Educational- List in consecutive order beginning with present position.

School and District	Date		Type of Position	Reason for Leaving
	From	To		

REFERENCES: List the name of persons who know you and your current work. These may be in addition to references on your resume.

Name	Position	Telephone

BACKGROUND CHECK AND INFORMATION:

In addition to the following, a thorough background check may be made at the option of the Governing Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as Background Check and Information: A, B, C and D respectively.

"Yes" answers to the following questions will not necessarily result in denial of employment. The district will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

- A. Have you ever been convicted of, admitted committing, plead no contest, or are you awaiting trial for any crime (excluding only minor traffic violations nor involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).
Yes No

Explanation: _____

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "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.
Yes No

Explanation: _____

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending 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, the final disposition and/or current status of the charge or complaint.
Yes No

Explanation: _____

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher 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 accusation against you.
Yes No

Explanation: _____

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE:

Read this section carefully and sign in the presence of the witness who also shall sign below.

I, _____ [applicant's name], have applied for employment with the Colorado River Union High School District #2 to work as an administrator. I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the 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 and other individuals 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 hired, 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 only one) my right to see any written reference or other information provided to the District by my educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the 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 District will not further consider my application if it cannot 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 District by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the 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 the District to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____, _____

Witness Signature

Applicant Signature

Type or Print Full Name

Type or Print Full Name

Position or Title

The Colorado River Union High School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. The Colorado River Union High School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries may be directed to the Title IX Coordinator, District Superintendent, or the Section 504/ADA Title II Coordinator, Director of Special Education Services at 1004 Hancock Blvd., Bullhead City, AZ 86442. 928-758-3961.