

**COLORADO RIVER UNION HIGH SCHOOL DISTRICT #2**  
**PO BOX 21479**  
**1004 HANCOCK RD, SUITE 100**  
**BULLHEAD CITY, AZ 86442**  
**(928) 758-3961**

**APPLICATION FOR EMPLOYMENT**

**CLASSIFIED**

(Please print or type)

1. Name \_\_\_\_\_  
Last First Middle SSN#

2. Present Address \_\_\_\_\_  
Street/P.O. Box City State Zip

3. Phone (\_\_\_\_\_) \_\_\_\_\_ Message Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

4. Please list in order of preference the specific position or positions for which you are applying and are qualified :

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

5. Part time: \_\_\_\_\_ Full time: \_\_\_\_\_ Full time only: \_\_\_\_\_

6. Have you ever interviewed with the Colorado River Union High School District before? \_\_\_\_\_

If yes, when? \_\_\_\_\_ Under what name? \_\_\_\_\_

7. Do you have any relatives or family members that work for the district? \_\_\_\_\_

Relationship? \_\_\_\_\_

8. Do you speak/read/write any language other than English? \_\_\_\_\_ If yes, what language(s) do you speak/read/write? \_\_\_\_\_

9. Have you ever been convicted or plead "no contest" for any violation of law other than minor traffic offenses? Yes \_\_\_\_\_

No \_\_\_\_\_ . (NOTE: conviction of a crime is not an automatic bar to employment.)

If you answered yes, please give details \_\_\_\_\_

10. Statement as to why you feel qualified for the position(s) for which you applied:

\_\_\_\_\_  
\_\_\_\_\_

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 #2 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.

11. EDUCATION

Name of High School	Location (City, State)	Dates Attended	Diploma Obtained
Colleges			Degree
Universities	Location (City, State)	Dates Attended	Major
Degree Obtained			
Technical or Business School	Location (City, State)	Dates Attended	Area of Study
Diploma/Certificate Obtained			

12. EMPLOYMENT RECORD

List in order, starting with your most recent employment:

Name of Employer: \_\_\_\_\_

Location (City, State): \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Location (City, State): \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Location (City, State): \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

13. SKILLS

Please check the skills you have acquired and/or experience you have had in the area for which you have applied.

**Secretarial**

\_\_\_\_\_ Typing #WPM \_\_\_\_\_

\_\_\_\_\_ Shorthand

\_\_\_\_\_ Speedwriting #WPM \_\_\_\_\_

\_\_\_\_\_ Dictating Machine

\_\_\_\_\_ 10 Key

\_\_\_\_\_ Bookkeeping

\_\_\_\_\_ Receptionist

\_\_\_\_\_ Switchboard

\_\_\_\_\_ Computers (PC, Mac, Both)

\_\_\_\_\_ Computer Software Programs (list below)

\_\_\_\_\_

\_\_\_\_\_

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**Cafeteria**

\_\_\_\_\_ Serving Line

\_\_\_\_\_ Food Preparation

\_\_\_\_\_ Cash Register

Other \_\_\_\_\_

\_\_\_\_\_

Allergic to any external food handling or cleaning agents?

Yes \_\_\_\_\_ No \_\_\_\_\_

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**Custodial**

\_\_\_\_\_ Floor/Carpet Machines

\_\_\_\_\_ Stripping/Rewaxing

\_\_\_\_\_ Office Cleaning

Allergic to any cleaning agents? Yes \_\_\_\_\_ No \_\_\_\_\_

**Transportation**

\_\_\_\_\_ Bus Driver

\_\_\_\_\_ Truck Driver

\_\_\_\_\_ AZ Driver's License # \_\_\_\_\_

\_\_\_\_\_ Chauffeur's License

\_\_\_\_\_ Truck/Bus Mechanic

\_\_\_\_\_ Federal Truck License

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**Teacher Assistant**

\_\_\_\_\_ Typing #WPM \_\_\_\_\_

\_\_\_\_\_ Copy Machine

\_\_\_\_\_ Special Education

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Maintenance**

\_\_\_\_\_ Heating/AC

\_\_\_\_\_ Carpentry

\_\_\_\_\_ Equipment Repair

\_\_\_\_\_ Electrical

\_\_\_\_\_ Landscaping

\_\_\_\_\_ Groundskeeping

\_\_\_\_\_ Heavy Equipment

\_\_\_\_\_ Painting

Other \_\_\_\_\_

\_\_\_\_\_

14. Why do you want to work for the Colorado River Union High School District ? \_\_\_\_\_

\_\_\_\_\_

15. PERSONAL (1)/PROFESSIONAL (2) REFERENCES

(Former supervisor/manager, clergy, someone that can respond to your character and work habits)

Name	Title	Present Address	Phone Number

**I hereby authorize each person, school district, firm, and corporation listed on my application to answer any question that may be asked and to give any information that may be sought concerning this application, my work habits, character or skills. (The Colorado River Union High School District will not contact your current employer without your permission.)**

- 16. Can you, after employment, provide verification of your legal right to work in the United States?
- 17. If presently employed, may we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_
- 18. I certify that to the best of my knowledge that all answers and statements herein contained are true, and I understand that any misstatement or omission of fact, **whether intentional or not**, will subject me to dismissal or disqualification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unless we are notified, in writing, to keep this application on file, it will be discarded after one year.**

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.