

# *San Tan Charter School*

## *San Tan Montessori Private Preschool*



### **APPLICATION FOR EMPLOYMENT**

**Position Desired:** \_\_\_\_\_

- Recker Campus K-6
- Power Campus 7-12
- Preschool

#### **Submission of Resume Required**

|                                |                       |                            |
|--------------------------------|-----------------------|----------------------------|
| <b>LAST</b>                    | <b>FIRST</b>          | <b>CURRENT SALARY</b>      |
|                                |                       |                            |
| <b>CURRENT GRADE(S) TAUGHT</b> | <b>CURRENT SCHOOL</b> | <b>EMAIL ADDRESS</b>       |
|                                |                       |                            |
| <b>ADDRESS: STREET</b>         | <b>CITY/STATE</b>     | <b>ZIP</b>                 |
|                                |                       |                            |
| <b>HOME PHONE</b>              | <b>MESSAGE PHONE</b>  | <b>DATE OF APPLICATION</b> |
|                                |                       |                            |

**DRUG FREE WORKPLACE**

The School maintains a drug-free workplace and reserves the right to test employees for use of alcohol or drugs on basis of cause.

**AN EQUAL OPPORTUNITY ORGANIZATION**

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

**PERSONAL DATA**

| OTHER NAMES USED | PREVIOUS MAILING ADDRESS<br>(if current is less than 5 yrs) | POSITION DESIRED   | AVAILABLE TO START |
|------------------|---|--|--------------------|
|                  |   | <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time |                    |

**EDUCATION**

| Name of School | City/State | Did you graduate?   | If no, # of years left to graduate | Degree received | Major |
|----------------|------------|---|------------------------------------|-----------------|-------|
| High School:   |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |
| GED:           |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |
| Other School:  |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |
| College:       |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |
| College:       |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |
| College:       |            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |                 |       |

**WORK EXPERIENCE**

| PREVIOUS EMPLOYER NAME (please list last 3) | CITY/STATE | BEG/END DATES | IMMEDIATE SUPERVISOR | CAN WE CONTACT  | PHONE # | REASON FOR LEAVING |
|---|------------|---------------|----------------------|---|---------|--------------------|
|   |            |               |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |         |                    |
|   |            |               |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |         |                    |
|   |            |               |                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |         |                    |

1. Have you ever been dismissed or asked to resign from a position?      \*YES      NO
2. Have you ever resigned from a position rather than being dismissed?      \*YES      NO
3. Per ARS Section 15-183(C)(5), has your teaching certificate ever been revoked?      \*YES      NO

\*If answered yes to ANY of the above questions, please explain below:

**CERTIFICATION**

| <b>CERTIFICATES – please list your Educator ID # and provide a copy of your teaching certificate</b> | <b>CITY/STATE</b> | <b>EXPIRATION DATE</b> |
|--|-------------------|------------------------|
|  |                   |                        |
|  |                   |                        |
|  |                   |                        |

**REFERENCES\*\*2 personal (other than family members)**

| <b>NAME</b> | <b>RELATION</b> | <b>PHONE</b> |
|-------------|-----------------|--------------|
|             |                 |              |
|             |                 |              |

**SELECTIVE SERVICE REGISTRATION**

In compliance with A.R.S. 38-201

1. Are you required to be registered with the Selective Service System?      YES,      NO
2. If yes, please state the city, state and board number of place of registration:

\_\_\_\_\_

Selective Service Number: \_\_\_\_\_

**IMMUNIZATION RECORD INFORMATION**

Arizona State Department of Health Services Rules R9-6-742 provide for exclusion from school of non-immune persons during an outbreak of rubella (German Measles) or rubella (measles). It shall be a condition of employment that the employee provides the school with evidence of immunity of rubella and rubella unless the employee falls within one of the exceptions provided below. (Evidence of immunity consists either of a record of immunization or statement affirming having had the disease.)

If you were born after January 1, 1942. If so, you must provide documentation of rubella.

If you were born after January 1, 1957. If so, you must also provide documentation of rubella.

**EXCEPTIONS:**

Statement signed by licensed physician or state/local health officer affirming that immunization is medically inappropriate.

Employee provides statement indication that religious reasons preclude compliance.

# **San Tan Charter & San Tan Montessori Private Preschool**

3959 E Elliot Rd • Gilbert, AZ 85234 • P: 480-222-0811

3232 E Power Rd • Gilbert, AZ 85234 • P: 480-222-0811

## **AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION**

I, \_\_\_\_\_, hereby authorize my prior employer to release any and all information relating to my employment with them to San Tan Charter School/San Tan Montessori Private Preschool. I further release and hold harmless both my former employer and San Tan Charter School/San Tan Montessori Private Preschool from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will not be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Applicant's Signature

Date

***Below is for office use only:***

|               |                                |               |                      |
|---------------|--------------------------------|---------------|----------------------|
| <b>To:</b>    |                                | <b>From:</b>  | <b>HR Department</b> |
| <b>Fax:</b>   |                                | <b>Pages:</b> |                      |
| <b>Phone:</b> |                                | <b>Date:</b>  |                      |
| <b>Re:</b>    | <b>Employment Verification</b> | <b>CC:</b>    |                      |

To Whom It May Concern,

San Tan Charter School/San Tan Montessori Private Preschool is requesting employment verification in regards to past/current employee. Please fill out this form and email back to [arissler@santancs.com](mailto:arissler@santancs.com).

Sincerely,

Andrew Rissler  
Human Resources

1. *Verify the candidate's dates of employment:* Date: \_\_\_\_\_ to \_\_\_\_\_

2. *Verify the candidate's title/position:* \_\_\_\_\_

3. *Verify last salary/hourly wage:* \$ \_\_\_\_\_

4. *Is the candidate eligible for rehire? (circle one) YES NO*

*If no, the reason why:* \_\_\_\_\_

\_\_\_\_\_