

APPLICATION FOR EMPLOYMENT AT SAN MIGUEL HIGH SCHOOL

Date _____

ADMINISTRATIVE APPLICATION

Bilingual applicants, please list languages in which you are fluent: _____

Do you have the legal right to accept employment in the United States? Yes No

If no, have you applied for work authorization? Yes No

How did you learn about this position? _____

I. BIOGRAPHICAL INFORMATION Social Security No. _____

Name _____
Last First Middle

Other names which may appear on application materials _____

Current address _____
Street City State, Zip

Permanent address _____
Street City State, Zip

Work phone _____ Home phone _____ Email _____

II. EMPLOYMENT PREFERENCE(S) Position for which you are applying:

III. EDUCATIONAL PREPARATION Begin with where you received your high school diploma.

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

IV. CERTIFICATION/LICENSURE

Arizona Certification

Type	Endorsements/Approved Areas	Expiration Date

Fingerprint Clearance Card

Card Number	Issue Date	Expiration Date

Out of State Certification

Type	Endorsements/Approved Areas	State / Expiration Date

V. PROFESSIONAL EXPERIENCE (Must be completed even if resume is submitted)

List all experience (most recent first). Attach an additional page if necessary.

Dates From/To	Salary	Name of Organization City/State	Supervisor	Telephone & Fax Numbers	Reason for Leaving

VI. PROFESSIONAL REFERENCES (References MUST cover the past two years.)

(You may attach this information.)

Name	Title	Date From	Date To	City/State	Work Telephone	Fax Number	Home Telephone

VII. BACKGROUND CHECK

- Have you ever been convicted of, admitted convicting, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?
 Yes No
- 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?
 Yes No
- 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 of complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?
 Yes No
- 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?
 Yes No

If any of the above statements have been answered "yes", please explain: _____

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered.

VIII. SUPPORTING DOCUMENTS

Applications must include:

- 1. A current resume**
- 2. Legible copies of transcripts**
- 3. Three letters of professional recommendation including letters from supervisors.**

If available, submit copies of the following items with your application:

- 1. Copy of any Professional Certificates**
- 2. Copy of your Arizona fingerprint clearance card**

IX. QUESTIONS

Please answer each question below. Attach an additional sheet if necessary.

- 1. You are applying for a leadership role at San Miguel. Define effective leadership.**

- 2. At San Miguel, we are leading cultural change to improve education for economically disadvantaged students. Why is this important?**

- 3. San Miguel is a learning community of faith. Discuss how you would incorporate your faith into your leadership role at the school.**

- 4. Why are you interested in working at San Miguel?**

X. NOTIFICATION/AFFIDAVIT/SIGNATURE

My signature below indicates that I HAVE READ, I UNDERSTAND, AND I AGREE to the following:

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, or if any false information is furnished, the school will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the school, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the school to determine my eligibility, qualifications, and suitability for employment, the school 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 about my educational training, experience, qualification, 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, reason for not rehiring (if applicable), and similar information.

If employed by the school, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) documentary proof of authorization to work in the United States, (c) if required, appropriate state certification/licensing, and (d) a State of Arizona Department of Public Safety Fingerprint Clearance Card. Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference and fingerprint check made by the school.

I hereby certify that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the school.

Applicant's signature _____ Date _____