

Central Arizona Valley Institute of Technology



1789 W. Coolidge Avenue - Coolidge, Arizona 85128
(520) 423-1944 - FAX (520) 423-1822
www.cavitschools.org

APPLICATION FOR CERTIFICATED EMPLOYMENT

Important: All candidates must qualify for Arizona certification prior to employment. Candidates should write or call the Arizona Department of Education, 1535 W. Jefferson Street, Phoenix, AZ 85007, (602) 542-4368.

Before final consideration for employment, the candidate must have on file in the personnel office a complete set of transcripts. It is the candidate's responsibility to see that transcripts are provided.

CAVIT is an Equal Opportunity Employer. Applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital status, veteran status, medical condition, or disability.

Position(s) Desired _____		Date of Application _____
PERSONAL INFORMATION		
Last Name _____	First Name _____	Middle Name _____
Other Names used _____	Dates of usage _____	
Mailing Address _____	City/State/Zip _____	
Home Phone Number _____	Work Phone Number _____	Message Phone Number _____
Do you have relatives who are currently employed by CAVIT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please name the person and the relationship _____		

CERTIFICATION

Arizona Certificates/Licensing Now Held	Expiration Date

EDUCATION

Name of School/Location	Dates Attended	Hours Completed	Major	Graduation Yr/Degree
High School				
Undergraduate				
Graduate				
Graduate				

EMPLOYMENT

Employer/Address	Dates Employed	Position Held	FT PT	Supervisor Name Phone Number	Salary	Reasons for Leaving

May we contact your present employer? Yes No

_____ When are you available to start work?

Have you ever been dismissed from a position? Yes No

If yes, please explain.

Have you ever been asked to resign from a position? Yes No

If yes, please explain.

PROFESSIONAL MEMBERSHIPS

Organization	Chapter	Position(s) Held	Dates

PROFESSIONAL REFERENCES Give the names of at least three person who are familiar with your work performance.

Name	Phone Number(s)	Position	Relation to Applicant	Years Known

HONORS AND ACHIEVEMENTS

List any honors and awards that you received. Also list any special abilities or talents you possess including foreign language skills.

CONVICTION REPORT

Conviction information is needed from all applicants and employees. "Conviction" is defined as the final judgment on a verdict of a finding 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. A record of conviction does not necessarily prohibit employment. *Failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for consideration of dismissal after hiring, 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 that they complete this form. Please read carefully and answer every question.

- 1. Have you ever been convicted of a minor offense other than traffic violations? Yes No
- 2. Have you ever been convicted of a felony? Yes No
- 3. Have you every been convicted of a drug of sex related offense? Yes No
- 4. Have you ever been convicted of a dangerous crime against children, as defined in A.R.S. 13.604.01? Yes No

(A.R.S. 13-604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second-degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, sexual exploitation of a minor, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse).

- 5. Have you ever been convicted or admitted committed any of the following criminal offenses in this state or similar offenses in another jurisdiction? Yes No

Sexual abuse of a minor, incest, first or second degree murder, kidnapping, arson, sexual assault, sexual exploitation of a minor, contributing to the delinquency of a minor, commercial sexual exploitation of a minor, felony offenses involving distribution of marijuana or dangerous or narcotic drugs, robbery, child abuse, sexual conduct with a minor, molestation of a child, voluntary manslaughter, or aggravated assault?

If you answered YES to any of these questions, please provide the following information.

Conviction Charge	City/State	Court
Length of Jail Term	Amount of Fine	Length and Term of Probation
Remarks		

Conviction Charge	City/State	Court
Length of Jail Term	Amount of Fine	Length and Term of Probation
Remarks		

SIGNATURE OF APPLICANT

Under penalty of prosecution and dismissal, 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 CAVIT. I understand that my employment is not finalized until a background investigation has been completed, reference checks have been name, and the Governing Board has officially approved my employment. I understand that the misrepresentation or omission of pertinent facts may be cause for dismissal.

Signature of Applicant

Date

PROFESSIONAL GROWTH

Write a brief statement indicating:

- The reason why you desire to teach at CAVIT
- The long term career goals you have set for yourself, and
- The plans you have for reaching your long-term goals

PROFESSIONAL GROWTH (continued)

Write a brief statement indicating:

- Your philosophy of education
- Your qualifications, and
- The relation between your qualifications and the role that educational institutions should play in society and individual lives.