



# Application for Employment

Buena Vista Children's Service is an  
Equal Opportunity Employer

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

How long at this address? \_\_\_\_\_

Previous Address (if less than 5 years at above address): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Arizona Teaching Certificate held, if any: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Subject/Grade Level: \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Site: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Referred By: \_\_\_\_\_ Date Available: \_\_\_\_\_

## Education and Training

High School: \_\_\_\_\_ Address (City, State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address (City, State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Business or Technical School: \_\_\_\_\_ Address (City, State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Undergraduate College: \_\_\_\_\_ Address (City, State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Address (City, State): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## References

*(If applying for your first job, you may use academic references)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

\_\_\_\_\_

"YES" answers to any of the following questions will not necessarily result in denial of employment. BVCS will consider all circumstances, including the date and nature of events you describe below. Your written explanation will assist the district in determining your eligibility for employment.

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1. Have you been convicted of, admitted committing, or are you awaiting trial for any crime? (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment) You must answer Yes even if the matter was dismissed, deferred, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

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2. Have you 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 this matter was resolved with any form of settlement or severance agreement, regardless of the terms. If you answer "YES" you must provide the date of the termination of employment, the name, address, and telephone number of the employer's) and a statement of the alleged reason for termination.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

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3. Have you ever had any licenses or certificate of any kind (teaching 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, private or public? If you answer "YES" you must provide dates where proceeding took place, a statement of the accusation against you and final disposition.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

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4. 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 other) 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 accusations against you.

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

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5. Have you been convicted of a dangerous crime against children defined in AR 13-6-4.01?

YES \_\_\_\_\_ NO \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

By signing this application, I authorize BVCS to request information concerning my background from any former or current employer of mine.

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) If any information is omitted or incomplete, or if any false information is supplied, BVCS will reject my application; (2) if any false information is furnished, I will not be eligible for future consideration for employment and may be subject to criminal prosecution and; (3) if I am employed by BVCS, 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 further understand that, at the time of hire, I will be responsible for costs incurred for fingerprinting and background investigation fees.

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*Signature*

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*Date*

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**Buena Vista Children's Services**

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