



# WIDE RUINS COMMUNITY SCHOOL

P.O. Box 309  
Chambers, Arizona 86502

Phone: (928) 652-3251  
Fax: (928) 652-3286

## GOVERNING BOARD

Board President.	Glenna Thompson
Board Vice President	Kathleen Lee
Board Secretary	Louise J. Nelson
Board Member	Ella Shirley
Principal	Jeannie Lewis

## EMPLOYMENT APPLICATION

For

**ADMINISTRATIVE / CERTIFIED / CLASSIFIED POSITIONS**

Dear Applicant:

Thank you for your interest in employment opportunities at the Wide Ruins Community School. As we are always charting in new directions for community-controlled education, we, the Wide Ruins Community School Governing Board of Education, the Parents, Administration, Staff and the Community of Wide Ruins, seek to develop the very best education possible for our children. We acknowledge the fact that it takes an entire community to raise and educate a child. You are the best investment the school and community can make in our educational process. With the fundamental tenet, it is our mission to develop an exemplary model school for the region, state, and the nation. Wide Ruins Community School offers a stimulating cultural, intellectual and professional environment for educators who are looking for an enriching educational experience.

### **APPLICATION REQUIREMENTS AND PROCEDURES:**

The Application procedures are outlined below to assist you in fulfilling a complete Application for Employment. Follow these instructions carefully.

1. Complete the application form in the most concise form and submit it to the Human Resource Office. Certified applicants must have their current Arizona State Teaching/Substitute Certificate and a legible copy attached to the application form.
2. The following documents must be current and attached to the application: **Resume, Letter of Interest and three (3) Letters of Recommendation. A copy of official High School or GED Diploma for all classified positions. College transcripts must also be forwarded with all the certified positions. First Aid & CPR cards are also required.**
3. **All Federal, Tribal and Arizona Dept. of Public Service (AZ DPS) fingerprint clearance card must be completed by applicants at their own expense and copy attached to the application. Background check investigations and favorable adjudication are required prior to hire.**
4. **Only an application packet containing the completed application and all other required documents will be accepted.** An incomplete application will not guarantee a job interview and the employment application will be returned to the applicant. All applications are put on file in the Human Resource Office for a period of one year and become the property of Wide Ruins Community School.

For further questions and/or clarification, you may contact the Human Resource Office at the above telephone number. Thank you.



# Application for Employment

**Wide Ruins Community School**  
PO Box 309  
Chambers, Arizona 86502  
Phone: 928-652-3251  
Fax: 928-652-3286

## PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Office.

Position(s) applied for		Date of Application	
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Name		Social Security Number	
Other names which may appear on application materials, such as transcripts, licenses, certificates			

Mailing Address				
	Street or Post Office Box	City	State	ZIP

Driver License Number		Expiration Date		State	
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Work Phone Number		Cell Phone Number		Other Phone Number	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, best time to call					
Email Address:					

## CERTIFICATION (complete if applying for teaching or administrative position)

Valid AZ State credential? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of certification(s)	
Type of endorsement(s)		

## INDIAN PREFERENCE

Do you claim Indian preference; you will be required to submit a copy of your Certificate of Indian blood upon commencement of employment. Do you claim Indian Preference? ☐ Yes ☐ No

TRIBAL AFFILIATION		TRIBAL CENSUS #	
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## OTHER INFORMATION

Do you have the legal right to accept employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available for work	
Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, for how much?	\$
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.	
Will you relocate if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work overtime if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you travel if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to meet the attendance requirements of the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No



**EDUCATIONAL BACKGROUND** Begin with where you received your high school diploma.

Institution	Name	City	State	Number of Years Completed	Major	Did you graduate?	Type of degree or diploma earned
High School or GED							
College or University							
College or University							
Graduate School							
Technical School							

Official transcripts are REQUIRED for hire.

**LANGUAGES**

List any languages spoken and check the boxes that best describes your skill level.

	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write
	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write

**REFERENCES**

List name and phone number of three business/work references who are **NOT** related to you and are not former supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Phone Number	Years Known

**EMPLOYMENT HISTORY**

List previous employment beginning with the most recent. List Employer's phone number, the position you held or the type of work you did. Also, list the month and year you started and ended the job.

Name of Employer	Employer's Phone #	Position / Nature of Work	BEGINNING Month / Year	ENDING Month / Year



OTHER EXPERIENCE

List professional trade, business, or civic associations and any offices held. Do not include membership which would reveal sex, race, religion, national origin, age, color, disability, or any similarly protected status.

ORGANIZATIONS	OFFICES HELD

ADDITIONAL INFORMATION

Do you have any physical condition which may limit your ability to perform the job applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
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MILITARY SERVICE

Entrance Date:	Draft:	Branch:
Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No	Discharge Date:	Classification:

ORIGINAL STATEMENT

Must be completed by each applicant applying for any position.

Please write a brief statement explaining why you chose to apply for a position at Wide Ruins Community School.


APPLICANT CERTIFICATION AND SIGNATURE

READ CAREFULLY BEFORE SIGNING.

I certify that the information supplied in this application is true and correct. I hereby authorize the Wide Ruins Community School Board, by and through its agents and employees, to make any investigations of my personal, professional and financial background as it deems necessary. Falsification of any part of this application shall be cause for rejection of application or dismissal.

Applicant's Signature

Date