

QUEEN CREEK UNIFIED SCHOOL DISTRICT NO. 95
20740 S. ELLSWORTH ROAD
QUEEN CREEK, ARIZONA 85242-9314
PHONE (480) 987-5935
FAX (480) 987-9714

Dear Classified Applicant,

Thank you for your interest in the Queen Creek Unified School District. We welcome highly qualified applicants.

We will be happy to consider you as a candidate for a position with Queen Creek Schools. We recommend that you include two letters of recommendation and a resume along with this application.

Classified applications are kept on file for one year in the District Administration Office upon receipt of the application.

Again, thank you for your interest in the Queen Creek Unified School District.

Kathleen Smith
Director of Personnel

Classified Application for Employment

Queen Creek Unified School District does not discriminate on the basis of race, color, national origin, sex, age or individual who has a disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning the Americans Disabilities Act (ADA) may be referred to:

The Office for Civil Rights
U.S. Department of Education
1244 Speer Boulevard
Denver, Colorado 80024

Name (Last, First, Middle)

Date

Address

City, State, Zip

Phone

Who or what source referred you to the Queen Creek Unified School District?

Will you accept Full Part Time Substitute
Are you related to any employee of QCUSD? Yes No If so, whom

If employed by the Queen Creek Unified School District, you will be required to provide the following information:

1. Proof of immunization from measles/mumps/rubella (MMR) unless exempt because of age, medical, or religious reasons.
2. Proof of eligibility to work in the United States with:
 - a. One document from list A or one document from list B and one document from list C:

List A	List B	List C
U.S. Passport or Certificate of Citizenship Permanent Residence Card	State Issued Driver's License or ID. Card U.S. Military Card	Original Social Security Card or Original or Certified Copy of Birth Certificate

Position Applying For: Support Service – You may choose more than one.

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting Specialist | <input type="checkbox"/> Instructional Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Attendance Clerk | <input type="checkbox"/> Nurse | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Computer Technician | <input type="checkbox"/> Office/Records Clerk | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Health Aide | <input type="checkbox"/> Payroll/Personnel Clerk | <input type="checkbox"/> Supervisor (Accounting, Personnel, Payroll) |

Posted Position:

Labor Trades: You may choose more than one.

- | | | | | |
|--|--|---|------------------------------------|--|
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Bus Aide | <input type="checkbox"/> Cafeteria Manager | <input type="checkbox"/> Custodian | <input type="checkbox"/> Maintenance/Grounds |
| <input type="checkbox"/> Cafeteria Secretary | <input type="checkbox"/> Cafeteria Worker/Cook | <input type="checkbox"/> Maintenance/Building | <input type="checkbox"/> Mechanic | |

Skills: Please check any of the following categories for which you have acquired proficient skills.

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Typing _____ WPM | <input type="checkbox"/> 10 Key Calculator | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Copy Machine |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Computer Software (list below) | <input type="checkbox"/> Labor Trade Skills (list below) | |

Types:

Educational Background:

Circle highest year completed: High School 9 10 11 12 College 1 2 3 4 College Credits

Name and location of Education Institutions:

High School:

College or technical schools attended:

Describe any additional training or courses not listed above:

Employment History: List all employment including U.S. Armed Forces in chronological order with present employer first. Account for any gaps in employment. Attach supplement if necessary. Do not indicate "See Resume".

Position Held	Indicate full or part time PT FT	Employer:	
From: Mo. Yr.		Address:	
To Mo. Yr.			
Name of Supervisor:		Phone:	
Supervisor's Phone Number		Salary:	Reason for Leaving:
Brief job description:			
Position Held	Indicate full or part time PT FT	Employer:	
From: Mo. Yr.		Address:	
To Mo. Yr.			
Name of Supervisor:		Phone:	
Supervisor's Phone Number		Salary:	Reason for Leaving:
Brief job description:			
Position Held	Indicate full or part time PT FT	Employer:	
From: Mo. Yr.		Address:	
To Mo. Yr.			
Name of Supervisor:		Phone:	
Supervisor's Phone Number		Salary:	Reason for Leaving:
Brief job description:			

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

Have you ever been convicted of a crime (other than a traffic violation) or been imprisoned?

Yes No If yes, explain _____

Foreign Language: Yes No Language: _____

List any professional, trade, business, or civic activities and/or offices held:

Name of Organization	Office Held

Please list three professional references:

Name	Present Address	Job Title/Phone Number

Comments:

Please use the space provided below for further information that will be beneficial in supporting your qualifications:

The information on this application is complete and accurate to the best of my knowledge. I understand that falsification of any information on this application shall be cause for not considering my candidacy or dismissal from employment.

Applicant's Signature: _____ Date: _____

For Office Use Only:

Date Application Received: _____ Date to Destroy File: _____

Status of file: A (Active) or I (Inactive) if applicant is no longer pursuing employment with Queen Creek Schools. File will be destroyed after one year of receipt of application.

Date Interviewed

Interviewed By

Comments: -----

