



UNIVERSITY PUBLIC SCHOOLS

An Equal Opportunity Employer

APPLICATION FOR ADMINISTRATIVE PERSONNEL

Please Print

Position Desired _____ Application Date _____

Name _____

Last

First

Middle

Present Address _____

Street

City

State

Zip Code

Permanent Address _____

Street

City

State

Zip Code

Telephone _____ E-mail Address _____

Include Area Code

Home

Primary

Telephone _____ E-mail Address _____

Include Area Code

Mobile

Secondary

List name, address and telephone number of person to be contacted in case of emergency.

Name _____ Relationship _____

Address _____ Telephone _____

What languages, other than English, do you speak? _____ Read? _____ Write? _____

_____ Read? _____ Write? _____

What certificate(s)/endorsements do you hold?

Certificate _____ State _____ Date Issued _____ Date of Expiration _____

If you do not hold a certificate, please note the certificate(s) for which you are eligible:

Do you have a fingerprint clearance card from the Department of Public Safety?

Yes () No() If no, date applied: _____

University Public Schools - Working in Affiliation with Arizona State University

7004 East Union Ave., Mesa, AZ 85212

(480) 727-1612 | Fax: (480) 727-1725 | upsi@asu.edu | <http://upsi.asu.edu>



EDUCATIONAL PREPARATION

	Name of School	Location	Date of Attendance	Degree Earned or Expected Date
High School				
College/University				
College/University				
College/University				
College/University				
College/University				

How many hours of graduate credit beyond your highest degree? _____

Undergraduate Major _____ Undergraduate Minor _____

Undergraduate GPA _____ Graduate GPA _____

Other seminars, institutes attended:

EMPLOYMENT EXPERIENCE

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".

Current or Most Recent Position			Employer			
From	Mo	Yr	Address			
To	Mo	Yr	City	State	ZIP-Code	
Name of Supervisor			Phone	Salary		
Reason for Leaving						

Position Held			Employer			
From	Mo	Yr	Address			
To	Mo	Yr	City	State	ZIP-Code	
Name of Supervisor			Phone	Salary		
Reason for Leaving						

Position Held	Employer		
From Mo Yr	Address		
To Mo Yr	City	State	ZIP-Code
Name of Supervisor	Phone	Salary	
Reason for Leaving			

Position Held	Employer		
From Mo Yr	Address		
To Mo Yr	City	State	ZIP-Code
Name of Supervisor	Phone	Salary	
Reason for Leaving			

Position Held	Employer		
From Mo Yr	Address		
To Mo Yr	City	State	ZIP-Code
Name of Supervisor	Phone	Salary	
Reason for Leaving			

Position Held	Employer		
From Mo Yr	Address		
To Mo Yr	City	State	ZIP-Code
Name of Supervisor	Phone	Salary	
Reason for Leaving			

Position Held	Employer		
From Mo Yr	Address		
To Mo Yr	City	State	ZIP-Code
Name of Supervisor	Phone	Salary	
Reason for Leaving			

REFERENCES

List references from people who are familiar with your work performance, work habits, character and personality including your present supervisor. Do not include personal friends or relatives.

Name	Official Title		
Address	City	State	ZIP-Code
Telephone	Email		

Name	Official Title		
Address	City	State	ZIP-Code
Telephone	Email		

Name	Official Title		
Address	City	State	ZIP-Code
Telephone	Email		

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 _____

Have you ever resigned rather than face disciplinary action and/or non-renewal? Yes () No ()
 If yes, please explain _____



CONVICTION REPORT

Due to the tremendous responsibility University Public Schools has to its students and the community, the following information is needed from all applicants and employees regarding convictions. A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Employees must report any convictions that occur subsequent to the time they initially completed this form.

For purposes of this form, the term "conviction" means the final judgment on a verdict or a finding of guilty, plea of guilty or a plea of nolo contendere in any court of competent jurisdiction in a criminal case, including, but not limited to city, state, county or federal courts. For purposes of this form you must answer "yes" to the questions even if an appeal is pending or could be taken and even if the conviction was subsequently dismissed, set aside, deferred, vacated or expunged.

Please attach written explanation if applicable.

Last Name	First	Middle
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Former Names

Social Security Number: _____ - ____ - _____

Have you ever been convicted of, admitted committing, or are awaiting trial for any crime or offense (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? Yes () No ()

Have you ever been convicted of a sex or drug related offense? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()

Have you ever been convicted of a dangerous crime against children, defined in A.R.S. §13-604.01 as including second degree murder, aggravated assault, sexual assault, child molestation, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse? Yes () No ()

Have you ever been arrested for a crime that has not yet been resolved? Yes () No ()

Have you ever had any license or certificate of any kind revoked or suspended, sanctioned or any charge or complaint now pending against you before any licensing, certification or other regulatory agency? Yes () No ()

If "yes" you must provide the dates of proceedings, name and address of the agency where proceedings took place, a statement of the accusations against you and the final disposition.



FINGERPRINT/BACKGROUND CHECK

All University Public Schools employees must be fingerprinted by the Department of Public Safety. If for any reason, an employee loses state certification, termination with University Public Schools will be immediate. All employment with University Public Schools is conditional until all background checks, including those involving mandatory fingerprinting, have been proven satisfactory in the sole discretion of University Public Schools. University Public Schools reserves the right to contact all agencies and individuals who have information about the applicant.

EQUAL OPPORTUNITY EMPLOYER

University Public Schools, in affiliation with Arizona State University, does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities, enrollment or in its hiring and employment practices.

EMPLOYER STATEMENT

Employees of University Public Schools **ARE NOT** employed by Arizona State University but may receive benefits through University Public Schools similar in nature to those offered by Arizona State University.

AFFIRMATION

I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment or dismissal of employment with University Public Schools. I authorize University Public Schools to independently verify all information I have given on this application to include verification of educational background and employment records. I understand that a comprehensive background check on me will be completed. During the period this background check is being conducted, I will be considered a conditional employee, if hired. I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality University Public Schools desires to employ, I will not continue as an employee (candidate) of University Public Schools.

Sign and return your completed application form, along with a resume with certificates/endorsements, and three (3) professional references by:

Mail University Public Schools
7004 East Union Ave
Mesa, AZ 85212

Fax (480) 727-1725

Signature

Date