



# Tempe Preparatory Academy

## Faculty Employment Application

Thank you for your interest in Tempe Preparatory Academy. Be sure to fill out each section of this application accurately and completely. Your application will remain active for one year. You may update it at any time by submitting additional information to Human Resources. To learn more about current openings, visit our website or contact Human Resources at 480.839.3402 Ext. 101.

Please submit the following to the Human Resources Department as part of your completed application packet:

- ❖ **Application** (you may include a copy of your resume, but it cannot serve as a substitute for employment history)
- ❖ **Copy of valid DPS fingerprint card**
- ❖ **Completed Highly Qualified Teacher Attestation Form** (Veteran teachers only: If you were Highly Qualified using the HOUSSE rubric, a copy of your rubric completed prior to June 30 of the current year and all supporting documentation must be provided upon offer of employment.)
- ❖ **Transcripts** (copies accepted; originals required upon offer of employment)
- ❖ **Two current letters of recommendation** (letters from former employers must be on letterhead, with signature)

### APPLICANT INFORMATION

Please complete all sections and circle the appropriate Yes or No response where indicated:

Last Name	First	Middle	Social Security Number
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Mailing Address	City/State	Zip Code
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Telephone	Message or Cell Phone	Email Address
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<b>Desired Status:</b>	Part Time	Full Time
<b>Date of Application:</b>	_____	
<b>Position(s) You Are Applying For:</b>	_____	
<b>I am able to fulfill the essential duties of this position, with or without accommodation?</b>	Yes	No
<b>Are you presently under contract with, or on leave from, another employer?</b>	Yes	No
		<b>Date Available:</b> _____
<b>Do you currently possess a valid Arizona DPS Fingerprint Card?</b>	Yes	No
<b>Do you currently have a valid Arizona Provisional or Standard Teaching Certificate?</b>	Yes	No
<b>Grades/content areas you are/will be highly-qualified to teach:</b>	_____	
<b>Approved areas or endorsements:</b>	_____	
<b>Sports you coach or clubs/activities you are willing to sponsor:</b>	_____	

*Tempe Preparatory Academy is a non-sectarian, publicly-funded charter school and does not discriminate on the basis of race, color, religion, handicap, national origin, sex, age, or socioeconomic status.*

### EDUCATIONAL BACKGROUND

Degree(s) Earned & Major / Area:	Credit Hours Above Degree:	Subjects with 24 or more credit hours:	Name and Location of College / University:
Bachelor's Degree:			
Master's Degree:			
Education Specialist / Doctorate:			

### COMPLETE EMPLOYMENT HISTORY

***Important: Please provide your complete work history, including an explanation of any gaps in employment. You may attach separate pages if necessary. You must fill in all information in each section. Do not say "see resume." Current and previous employers are contacted to obtain background information before an official offer of employment is made.***

**Current Employer:** \_\_\_\_\_ **Position Held:** \_\_\_\_\_

**Employed From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Total Years:** \_\_\_\_\_

**Grades/Subjects Taught:** \_\_\_\_\_

**Beginning Salary:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_ **Reason For Leaving:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor's Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_ **Position Held:** \_\_\_\_\_

**Employed From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Total Years:** \_\_\_\_\_

**Grades/Subjects Taught:** \_\_\_\_\_

**Beginning Salary:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_ **Reason For Leaving:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor's Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_ **Position Held:** \_\_\_\_\_

**Employed From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Total Years:** \_\_\_\_\_

**Grades/Subjects Taught:** \_\_\_\_\_

**Beginning Salary:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_ **Reason For Leaving:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Supervisor's Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

## BACKGROUND INFORMATION

The following information must be completed by all applicants. Please answer truthfully even if the conviction was expunged, reversed, or otherwise set aside. A "Yes" answer will not necessarily result in denial of employment. Tempe Preparatory Academy will consider all circumstances, including the date and nature of events which led to the actions described below. Providing a written explanation assists us in determining your eligibility and suitability for employment. Failure to complete this form accurately and completely may mean disqualification from consideration, or may be cause for dismissal if employed. It may also result in prosecution for filing false information with a public agency. Applicants and employees must report any arrests or convictions that occur subsequent to the time they initially complete this form.

**Please read carefully and answer every question completely, circling the appropriate YES or NO response and providing all required details.** Attach additional sheets if an explanation is necessary.

1. Have you ever used any other name for personal reasons or for employment purposes? **YES** **NO**  
List all other names used \_\_\_\_\_ Dates Used \_\_\_\_\_
2. Have you ever 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 later 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 (s).

**YES** **NO** Explanation: \_\_\_\_\_

3. Have you ever been dismissed 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 the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes" you must provide the date of termination, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

**YES** **NO** Explanation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Date of Termination \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Have you ever had a license or certificate of any kind 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, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

**YES** **NO** Explanation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

5. Have you ever been convicted of a dangerous crime as defined in A.R.S.13.604.01\*\*? **YES** **NO**
6. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body, 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: \_\_\_\_\_

Name of Employer \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

*\*Conviction means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any municipal, state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.*

*\*\*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, commercial sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are conducted against a minor under age 15.*

## NOTICE TO APPLICANT

### PLEASE READ CAREFULLY AND SIGN BELOW

By signing this document, I hereby certify that the information presented in this application is true, accurate and complete. I authorize the release of information by previous employers and the investigation of all statements contained in the application, including, but not limited to:

- w Education
- w Training
- w Experience
- w Job performance
- w Professional conduct
- w Evaluations
- w Dates of employment
- w Positions held
- w Reasons for leaving
- w Eligibility for rehire
- w Reasons for not rehiring (if applicable)

Reference information which becomes a part of this record will be regarded as confidential and will not be available to me now or at any future time. I understand that misrepresentation, falsification or omission of pertinent facts will cause forfeiture of all eligibility for any employment and that it may be grounds for my dismissal if I have been offered employment.

I further understand and agree to all terms and conditions of employment, if offered a position. These include, but are not limited to, the following:

- w I authorize a background investigation of all educational and previous employment records.
- w Upon accepting employment, I must complete an Immigration and Naturalization (I-9) form and present documents establishing my identity and employment eligibility. At that time, I must also provide Tempe Preparatory Academy with proof of immunity against measles and rubella (unless age exempt).
- w All other employment paperwork must be submitted in accordance with Tempe Preparatory Academy timelines.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Typed name shall constitute signature

# Tempe Preparatory Academy Tempe

## ARIZONA HIGHLY QUALIFIED TEACHING APPLICANT ATTESTATION FORM

(Pursuant to requirements mandated by P.L. 107-110 *No Child Left Behind* Legislation)

This form to be completed by all applicants for Departmentalized Teaching in Grades 7 – 12. *You must complete a separate form for each core academic content area in which you are highly-qualified.* Core Academic Areas include: English, Reading/Language Arts; Mathematics; General Science, Biology, Earth Science, Chemistry, and Physics; Foreign Language; Economics, Civics/Government, History, Geography; Visual Arts; Music.

### Veteran Teachers Please Note:

If you met highly-qualified criteria using the HOUSSE Rubric, a copy of your HOUSSE Rubric (completed on or before June 30 of the current year) and supporting documentation will be required upon offer of employment.

Candidate Name:		Social Security Number:	
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Please check where applicable:

1. I hold a bachelor's degree

and

2. I hold a valid provisional or standard Arizona teaching certificate

a. Elementary Certificate

b. Secondary Certificate

c. Special Education Certificate (List Disability Area(s): \_\_\_\_\_)

and

\*3. Teaching Assignment: \_\_\_\_\_

(grade(s) & core academic area)

a.  Passed the AEPA Subject Knowledge Test (first available in 1999) in the core academic subject area; **OR**

b.  Hold an advanced degree in the core academic subject area; **OR**

c.  Hold National Board Certification in the core academic subject area (Generalist Certificates are not acceptable); **OR**

d.  A major or 24 credit hours in the core academic subject area; **OR**

e.  **Veteran Teachers Only**

If you earned a minimum of 100 points on the AZ HOUSSE for Middle, Junior High, High School, Visual Arts or Music Teachers prior to June 30 of the current year, you may continue to use the same rubric if you **do not** change content areas (additional documentation required).

If you checked 1, 2, and 3 (including 3a, 3b, 3c, 3d or 3e), under federal guidelines you are considered **highly qualified**. If you were not able to mark 3a, 3b, 3c, 3d or 3e, you have not met the requirements of the No Child Left Behind Act to be highly qualified.

**Highly Qualified Teacher**     **Non-Highly Qualified Teacher**

I attest to the factual completion of this evaluation.

\_\_\_\_\_  
Signature of Teaching Applicant Date (Typed name shall constitute signature)

*\*This form modified for Tempe Preparatory Academy Human Resources Department use only. All employees must complete an official Arizona Department of Education-issued Teacher Attestation Form at the school.*