Greyhills Academy High School

P.O. Box 160
Warrior Drive
Tuba City, AZ 86045
(928) 283-6271 EXT. 196 / 197
(928) 283-6604 (facsimile)

THANK YOU FOR YOUR INTEREST IN GREYHILLS ACADEMY HIGH SCHOOL PROCEDURES ARE OUTLINED BELOW TO ASSIST YOU IN THE APPLICATION PROCESS.

1. **APPLICATION FORM**

- The application form must be fully completed, even if a resume is submitted.
- If you FAX a copy of the application form to the Human Resources office, it is still necessary to submit the original application with your original signature on the back page.
- Consideration for employment cannot be given until the fully completed application and required supporting materials are returned to the Human Resources office.
- The School cannot accept any type of personal photos for inclusion in an applicant's file, including a copy of your driver's license.
- It is suggested that applicants retain a copy of their application for future reference.

2. **LETTERS OF REFERENCE/RESUME/DEGREE**

- **Certified Applicants** must submit a resume and a minimum of three individual signed letters of recommendation.
- **Certified Substitutes** must submit a resume, a minimum of three letters of recommendation, and an Arizona teaching or substitute certificate.
- **Administrative and Professional Non-Teaching Applicants** must submit a resume, at least 3 letters of recommendation and copies of each degree earned.
- **Classified Applicants** are MUST submit letters of recommendation or degrees. However, submission is encouraged.
- Once submitted, all materials including reference letters, resumes, and placement files are considered confidential and the property of Greyhills Academy High School. They will not be released to the applicant or third parties. (The Human Resources Office cannot make copies for applicants.)

- **Hiring is contingent upon results of confidential reference checks.**

3. **TRANSCRIPTS (Certified, Administrative, Paraprofessionals and Professional Non-Teaching Applicants)**

- Applications must be accompanied by official transcripts from <u>each</u> college/university. The transcripts must show course work, hours and grades.
- Unofficial transcripts will be accepted for review of an application. However, official transcripts must be on file upon recommendation for hire. Official transcripts are transcripts sent by the applicable college/university, stamped or otherwise acknowledged as official by the college/university, and sent in a sealed envelope.
- It is the applicant's responsibility to ensure that the application form, transcripts, resume, reference letters, and a copy of required certificates are on file with the Human Resources office. Placement folders are optional. Transcripts are not required for substitute applicants who possess current Arizona teacher or substitute certification.

- The School requires a B grade point average (4.0 = A) in the major field(s) of endeavor for certified, administrative and professional applicants. When the file is screened by Human Resources, applicants who do not meet the 2.8 GPA requirement may request an "Equivalent GPA Application". It is the sole responsibility of the applicant to check with Human Resources to determine whether the GPA requirement is met. You are encouraged to do so. Upon receipt of all materials, the grade point average will be screened and evaluated according to School standards/requirements.

4. **CERTIFICATION**

If applicable, submit a photocopy of all valid certificates to the Human Resources office. Certificates must be properly recorded. Applicants must also provide additional certification required for the position.

5. **RETENTION OF APPLICATIONS**

- **Administrative and Professional Non-Teaching applications are kept only for the specific recruitment**. New applications are required for **each** subsequent professional opening.
- **Certified** applications will be active for **9 MONTHS**, once the files are complete. Then, it will be necessary to reapply.
- **Classified** applications will be active for **4 MONTHS**. Then, it will be necessary to reapply.
- It is suggested that applicants retain a copy of their application for future reference.

6. **SUBSTITUTE INFORMATION**

- After the application is submitted, applicants may be required to attend an orientation in order to become an active substitute.
- Substitute paperwork **must** be completed before commencement of work. References will be checked. If appropriate reference checks are obtained from previous employers, you will be called to substitute for Greyhills Academy High School Substitute teachers do not have assurance of a minimum number of assignments. Employment is strictly on-call.

7. **IMMIGRATION LAWS**

Immigration laws require that we employ only those individuals authorized to work in the United States. Candidates must submit required documents if they are recommended for hire.

8. **BACKGROUND INVESTIGATION**

In an effort to continue to provide a safe environment for the children and employees of Greyhills Academy High School, any individual recommended for employment with Greyhills Academy High School will undergo a background investigation at their cost, prior to finalization of employment. The background investigation includes a criminal background check by the Navajo Nation Police Department, a background check conducted by a security clearance company chosen by Greyhills Academy High School, submission of a valid Arizona Department of Public Safety Fingerprint Clearance Card, and, if applicable, a review of the applicant's driving record to be conducted by Greyhills Academy High School's insurance company. Employment is conditional upon results of the background investigation. Further, all employees must ensure that a current valid Arizona Department of Public Safety Fingerprint Clearance Card is on file with the Greyhills Academy High School Human Resource Office at all times.

9. **INTERVIEWS**

When all application requirements are complete, sites/departments with posted vacancies will also screen applications. Should your application be selected, you will be invited to interview.

If you require additional information regarding employment with Greyhills Academy High School, feel free to contact the Human Resources Office at the information listed at the beginning of this application packet.

POLICY NOTIFICATION STATEMENT

It is the policy of Greyhills Academy High School, not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies. If you have a special need, reasonable accommodations will be made to accommodate you in the application process and in your employment with Greyhills Academy High School should you be awarded a position. Inquiries regarding compliance with any of the above may be directed to the Greyhills Academy High School's Human Resources Office using the information listed at the beginning of this application packet.

APPLICATION

Date: _____

Date Available for Work: _____

Please check position(s) for which you are applying: ☐ Full time Teacher ☐ Part time Teacher

☐ Check here if you wish to be considered for substitute teaching. (Additional paperwork may be required.)

WRITE IN OTHER POSITION INTERESTED IN:_____

(2)_____ (3)_____

Do you have the legal right to accept employment in the United States? ☐ Yes ☐ No

If no, have you applied for work authorization? ☐ Yes ☐ No

How did you learn about this position?

_____

I. BIOGRAPHICAL INFORMATION

Social Security # _____

Driver's License # _____ Expiration Date:_____ State:_____

Name _____

Last First Middle

Other names which may appear on application materials _____

Current address

_____

Street City State/Zip

Permanent address

_____

Street City State/Zip

Phone _____ Work Phone _____ Cell Phone _____

Email _____

May we contact you at work? _____

If Yes, when is the best time to call? _____AM/PM

II. INDIAN PREFERENCE (if you claim Indian Preference you will be required to submit a copy of your certificate of Indian Blood upon commencement of employment).

1. Do you claim Indian Preference? ☐ Yes ☐ No

2. Do you claim Navajo Preference? ☐ Yes ☐ No

3. If yes, please indicate TRIBAL AFFILIATION _____

4. If yes, please indicate TRIBAL CENSUS NUMBER _____

III. CERTIFICATIONS/ENDORSEMENTS

Type of Certification (complete if applying for teaching or administrative position; a copy of all certifications is required before commencement of work):

- ☐ Guidance Counselor Certificate Expiration Date:_____
- ☐ Special Education Certificate Expiration Date:_____
- ☐ Superintendent Certificate Expiration Date:_____
- ☐ Supervisor Certificate Expiration Date:_____
- ☐ Substitute Certificate Expiration Date:_____
- ☐ Emergency Substitute Certificate Expiration Date:_____
- ☐ Teaching Certificate (secondary) Expiration Date:_____

Type of Endorsement (complete if applying for teaching or administrative position; a copy of all endorsements is required before commencement of work):

- ☐ Bilingual Expiration Date:_____
- ☐ Gifted Expiration Date:_____
- ☐ Reading Specialist Expiration Date:_____
- ☐ Library Media Specialist Expiration Date:_____
- ☐ Other:_____ Expiration Date:_____

IV. EDUCATIONAL BACKGROUND

Begin with where you received your high school diploma.

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

V. PROFESSIONAL EXPERIENCE (Must be completed even if resume is submitted.)

Student Teaching Experience

Dates From/To	Name of School City/State or Name of Employer City/State	Grade Level and Subject	Cooperating Teacher	Telephone Number

List all Teaching Experience (most recent first). Attach an additional page if necessary.

Dates From/To	Salary	Name of School City/State	Grade Level and Subject	Supervisor/Telephone Number	Reason for Leaving

Dates From/To	Employer and Address	Position/Summary of Work Performed	Supervisor Name and Telephone Number	Salary (annual or hourly)/Reason for Leaving

Employment Other Than Teaching (list most recent first)

Explain any gaps in employment:

_____

_____

_____

_____

VI. COMPUTER SKILLS

Name of Software or Program	Type of Work Produced	Years of Experience

VII. LANGUAGES

LIST ANY LANGUAGES SPOKEN AND CHECK THE BOXES THAT BEST DESCRIBES YOUR SKILL LEVEL

Language	Speak Some	Speak Fluently	Read Some	Read Fluently	Write Some	Write Fluently

VIII. PROFESSIONAL REFERENCES (references MUST cover the past two years)

List business or professional references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Title	Date From	Date To	City/State	Work Telephone	Home Telephone

IX. PLACES OF RESIDENCE

List all places of residence over the past five years, beginning with your current residence.

Address	City/State	Date From	Date To	Landlord (if applicable) and Phone Number

X. ADDITIONAL INFORMATION

1. Do you have a physical condition which may limit your ability to perform the job for which you are applying?
   ☐ Yes ☐ No

2. If you answered yes to question 1, will you need reasonable accommodation to perform the essential functions of the job for which you are applying?
   ☐ Yes ☐ No

3. Do you have any relatives in the Department for which you are applying?
   ☐ Yes ☐ No

4. Will you travel if the job requires it?
   ☐ Yes ☐ No

5. Will you work overtime if required?
   ☐ Yes ☐ No

6. Are you able to meet the attendance requirements of the position?
   ☐ Yes ☐ No

7. Have you ever been bonded?
   ☐ Yes ☐ No

8. If you answered yes to question 6, for how much?_____, and the circumstances (i.e., when and where)?

X. BACKGROUND INFORMATION

1. Have you ever been arrested or convicted of, admitted to, or entered a plea of Nolo Contendere or such similar plea to, or are you awaiting trial for any crime involving a child, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)?
   ☐ Yes ☐ No

2. Have you ever 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? ☐ Yes ☐ No

3. Have you ever had any license or certificate of any kind (teaching certificate 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, public or private?
   ☐ Yes ☐ No

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 otherwise) or by your current or any previous employer? ☐ Yes ☐ No

If any of the above statements have been answered "yes," please explain (you may attach additional sheets of paper if necessary):

_____
_____
_____

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered. Please note that any false statement in this section or anywhere else on this application will result in denial of employment. Your application will be checked against your Arizona Department of Public Safety Fingerprint Clearance Card, an investigation of your driving record to be conducted by the school's insurance, a criminal background check to be conducted by the Navajo Nation Police Department and a background check conducted by a security clearance company chosen by Greyhills Academy High School

XI. SCHOOL/DISTRICT ASSOCIATION

Please list any schools or school districts for which you have previously worked:

_____

_____

Are you currently under contract with one of these schools/districts? ☐ Yes ☐ No

If yes, where _____ Contractual dates _____

XII. SUPPORTING DOCUMENTS

Applications must include:

1. A current resume.
2. Legible copies of official (stamped and sealed) transcripts.
3. Three letters of professional recommendation including letters from teaching supervisors. If you do not have teaching experience, letters of reference are acceptable.

If applicable, submit copies of the following items with your application:

1. Copy of your current Teaching Certificate(s).
2. Copy of your current Arizona Department of Public Safety fingerprint clearance card.
3. Copy of your Certificate of Indian Blood (upon hire)

APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE APPLICATION IS COMPLETE AND SUPPORTING DOCUMENTS HAVE BEEN SUBMITTED AS DIRECTED HEREIN.

XIII. ORIGINAL STATEMENT

In your own handwriting, write a brief statement explaining why you chose to enter the education field.

_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____

UNDER OATH AND PENALTY OF PERJURY, I SWEAR THAT I HAVE FULLY AND TRUTHFULLY ANSWERED ALL OF THE QUESTIONS IN THIS APPLICATION AND ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS THE TRUTH.

_____	_____
Applicant's Signature	Date
_____	_____
Notary	My Commission Expires

NOTIFICATION/AFFIDAVIT/SIGNATURE

CONSENT TO CONDUCT BACKGROUND INVESTIGATIONS, CRIMINAL BACKGROUND CHECK AND RELEASE

I, _____ [Applicant's name], have applied for employment with Greyhills Academy High School (hereinafter "GAHS") to work as a _____ [Job Title]. _____ (Job Title)_____

Employees at GAHS are subject to the following federal and tribal laws:

1. The Indian Child Protection and Family Violence Prevention Act (P.L. 101-630) states that all Indian tribes which are contract or grant recipients under the Indian Self-Determination and Education Assistance Act or Tribally Controlled Schools Act of 1988 are subject to investigation and minimum standard requirements, and that character investigations are a federally mandated requirement.
2. The Crime Control Act of 1990, Child Care Worker, Employee Background Checks (P.L. 101-647) states that each agency of the Federal Government and every facility operated by the Federal government (or operated under contract with the federal government), that hires (or contracts for hire) individuals involved with providing child care services to children under the age of 18 shall assure that all existing and newly hired employees undergo a Criminal History Background check.
3. The Navajo Nation Privacy Act, Title 2, which states that a protected record includes some employment records. This release is the written permission to release those records to GAHS for the sole purpose of a background investigation.

It is the policy of GAHS not to discriminate on the basis of race, color, religion, gender (including sexual harassment as described in GAHS' policies concerning sexual harassment), sexual orientation, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies as required by federal law. GAHS abides by federal laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the American Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to GAHS' Human Resources Department; or to the Director of the Office For Civil Rights, U.S. Department of Education, Federal Office Building, 1244 Speer Blvd., Suite 310, Denver, CO 80204-3582.

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, or if any false information is furnished, GAHS will reject my application**;** (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by GAHS 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 understand that in order for GAHS to determine my eligibility, qualifications and suitability for employment, GAHS will conduct a background investigation before I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education training, experience, qualifications, job performance, professional conduct, and evaluations; as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable), and similar information.

Personnel employed by the GAHS shall certify that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the criminal offenses listed in GAHS' Policy 2.10K on the Navajo Nation or similar offenses in any other jurisdiction. It is a violation of GAHS' Policy 2.18 for a person seeking employment with GAHS to fail to give notice of conviction of a dangerous crime against children such as those listed in GAHS' Policy 2.18.

Employment with GAHS is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) submission of a valid Arizona Department of Public Safety Fingerprint Clearance Card, (c) a criminal background check conducted by the Navajo Nation Police Department, (d) a background check conducted by a security clearance company chosen by GAHS, (e) if applicable, an investigation of your driving record to be conducted by GAHS' insurance company, and is subject to (f) the policies and regulations of GAHS, (g) submitting documentary proof of authorization to work in the United States, (h) and, if required, proof of appropriate certification/licensing and/or Indian Blood. Employment will not be finalized until all requirements have been met to the satisfaction of GAHS. Misrepresentation or omission of pertinent facts may be just cause for termination. Parties providing this information will be released from any liability in connection with reference and background checks made by GAHS.

Under penalty of prosecution and termination, I hereby swear and certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of GAHS.

Dated this ____ day of _____, 200_.

_____	_____
Applicant's Signature	Notary
_____	
Applicant's Printed Name	
_____	_____
Witness Signature	My Commission Expires

Note: a photocopy or facsimile (FAX) copy form that shows my signature shall be as valid as an original.