



PHONE: (480) 659-3000 FAX: (480) 659-3043 WEB: [www.horizonclc.org](http://www.horizonclc.org)  
 An Equal Opportunity Employer

### Non-Certified Employment Application

<u>Date:</u>		
<u>Position For Which You Are Applying:</u>		
Will you accept? Full Time ___ Part Time ___ Substitute ___		
Last Name	First Name	Middle Initial
Social Security Number: _____-_____-_____		
Current Mailing Address:		
Street:		
City:		
State & Zip:	Home Phone:	Contact Phone:

If employed by Horizon Community Learning Center, you will be required to provide the following information:

1. Current DPS Fingerprint Clearance Card.
2. If employed as an Instructional Assistant, you must provide a copy of your high school diploma, and college transcripts reflecting an Associate Degree or passing Parapro test within the year.
3. Three current letters of recommendation from employers/supervisors
4. Completed application packet

## Employment Experience

Employer - Present or Last Position	Name of Supervisor	Title of Supervisor	From / To ( years)
Street Address of Supervisor (City, State, Zip)		Current Phone # of Supervisor	
Title of Your Position	Reason for Leaving	Hourly Rate	

### List Previous Work Experience (Most Recent First)

Employer - Position	Name of Supervisor	Title of Supervisor	From / To ( years)
Street Address of Supervisor (City, State, Zip)		Current Phone # of Supervisor	
Title of Your Position	Reason for Leaving	Hourly Rate	

Employer - Position	Name of Supervisor	Title of Supervisor	From / To ( years)
Street Address of Supervisor (City, State, Zip)		Current Phone # of Supervisor	
Title of Your Position	Reason for Leaving	Hourly Rate	

Employer - Position	Name of Supervisor	Title of Supervisor	From / To ( years)
Street Address of Supervisor (City, State, Zip)		Current Phone # of Supervisor	
Title of Your Position	Reason for Leaving	Hourly Rate	

Other Work Experience: Describe additional experience, skills, training, certificates, licenses not listed above:

## REFERENCES

List references who are familiar with your work habits, character and personality. **Do not include personal friends or relatives.**

Name	Business Name / Business Address	(Area Code )Telephone	Official Position
1.			
2.			
3.			

## EDUCATION

School and Location	Dates Attended	Major / Minor	Degree / Diploma Hours Earned
High School (Circle Highest Level) 9 "10 "11 "12			
College /Technical School			
Describe any additional training or courses not listed above: _____ _____			
Languages other than English (List) Speak:		Write:	Read:

## Criminal History/Background

Our responsibility in protecting the interest of our students/staff/parents/community is taken seriously; therefore, the following information is required of all applicants. \* A record of conviction does not prohibit employment: however, failure to complete this form truthfully, accurately, and completely may mean disqualification from consideration of employment or possible dismissal if employed, as well as possible prosecution for filing false information with a public agency. If you answer "yes" to any question below, you must attach a written explanation.

1. Have you ever been dismissed from a position? (Yes/No)\_\_\_\_\_
2. Have you ever used any other name for personal reasons or employment? (Yes/No)\_\_\_\_\_  
List other names: \_\_\_\_\_
3. 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, public or private? 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.

4. 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)? (Yes / No) \_\_\_\_\_

(You must answer "yes" even if the event was later dismissed, deferred, vacated or expunged. Please attach a confidential letter of explanation including the date, the court, a statement of the accusation and the final disposition of the case (s).

5. Have you ever been convicted of a dangerous crime as defined in A.R.S. 13.604.01\*? (Yes/No)\_\_\_\_\_

\*Conviction means the final judgment or a verdict or a finding of guilty, a plea of nolo contendere, in any municipal, state or federal court of jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise set aside, or rendered invalid.

A.R.S. 13.604.01 requires applicants to give notice of any conviction of 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, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse if any of these crimes are conducted against a minor under age 15.

I authorize the following: fingerprints, background check, drug test, investigation of all statements, including education and employment contained herein and understand that any document relevant to this information may hereby be reviewed by the Board of Horizon Community Learning Center. Reference information, which becomes part of this record, will be regarded as confidential and will not be available to me now or at any future time. I authorize The Horizon Community Learning Center Board to make reference checks prior to employment and I will execute documentation to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. Upon employment, I will present documentation of my eligibility for lawful employment in the United States. All other employment paperwork must be submitted in accordance with the school's timelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for your interest and application!**