

Rough Rock School Board, Inc.

(928) 728-3705 - P.O. Box 680 - Chinle, AZ 86503

Rough Rock Community School, US Hwy 59, Chinle, AZ 86503



ADMINISTRATIVE/CERTIFIED EMPLOYMENT APPLICATION

Dear Applicant:

Thank you for seeking employment with Rough Rock Community School, Inc. Attached is the employment application; **please complete ENTIRE application and ALL listed documents.**

1. Current Resume
2. Letter of Interest
3. Three (3) Letters of Recommendation (*must be within the past 3 months*)
4. Current Arizona Dept. of Education Certification
5. Current Arizona Dept. of Public Safety Fingerprint Clearance Card
6. \$50.00 Money Order payable to: Personnel Security Consultants for FBI Check.
7. Current Navajo Nation Background Check (*5 years*)
8. Arizona Motor Vehicle Report (*5 years*)
9. Certificate of Indian Blood (*if applicable*)
10. Copy of High School Diploma or GED Certificate
11. College/University Degree and Transcripts (*official required at time of hire*)
12. First Aid/CPR Certificate

Your application packet will be evaluated to ensure you meet the minimum qualifications. Should you meet qualifications; the Human Resources office will contact you to schedule an interview.

Again, thank you for your interest with Rough Rock Community School, Inc. If you have any questions, please contact us at (928) 728-3757.

Sincerely,

Rough Rock Community School, Inc.
Human Resources



ROUGH ROCK COMMUNITY SCHOOL, INC.

Post Office Box 680 Chinle, Arizona 86503 Phone: (928) 728-3757

CERTIFIED/ADMINISTRATIVE

EMPLOYMENT APPLICATION

Date: _____

Please complete entire application in full. Do not use “refer to resume” or equivalent statement. Answer all questions completely. This application is part of the review procedure; incomplete information will affect the evaluation of your application.

Thank you for your interest in Rough Rock Community School, Inc.	For Official use only		
Rough Rock Community School does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, gender, disability, age or any other status protected by law, with the exceptions provided to “Indians” under federal law, the preferences set forth under the Navajo Preference in Employment Act, and as Navajo and/or federal law may otherwise direct.	Date Received: _____ Received by: _____		
Personal Information (Please print clearly.)			
Position for which you are applying for: _____			
Name: _____ email: _____			
Address _____			
Street/P.O. Box	City	State	Zip Code
Telephone No.: (____) _____ Cell Phone: (____) _____			
Are you 18 years of age or older? <i>(If not, you may be required to provide documentation.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If hired are you able to provide documentation verifying you are legal to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you perform the essential functions of the job for which you are applying for without reasonable accommodations?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a valid driver’s license? <input type="checkbox"/> Yes <input type="checkbox"/> No Driver License No. _____ Issuing State _____			

Have you previously been employed by Rough Rock Community School, Inc.? Yes No

If yes, indicate when and what position you held _____

What Languages other than English, are you fluent with (read & write)? _____

IF YOU DO NOT POSSESS AN ARIZONA CERTIFICATION PLEASE CONTACT:

Arizona Department of Education – Certification Unit

Phoenix Office: 1535 W. Jefferson, Phoenix, AZ 85007 Telephone No.: (602) 542-4367

MILITARY PREFERENCE

Are you a Veteran? Yes No

Veterans Preference: Veterans requesting preference relative to employment with Rough Rock Community School, Inc. must indicate they are requesting the preference in their employment application and attach a copy of their DD214 discharge papers at the time of submitting their employment application.

Branch: _____ From: _____ To: _____ Type of Discharge: _____

INDIAN PREFERENCE

Navajo Preference in Employment Act: In accordance with the Navajo Preference in Employment Act; it is the policy of Rough Rock Community School, Inc., in all employment decisions, to give preference first to qualified Navajo persons and secondly to qualifying spouses, and then to qualified Indians of a federally recognized tribe.

Tribal Affiliation: _____ Tribal Enrollment Number: _____

List any relative(s) currently employed with Rough Rock Community School, Inc.

NAME	Relationship	Department

What certification(s) do you hold?

Certificate	State	Date Issued	Expiration

What endorsement(s) do you hold?

Endorsement	State	Date Issued	Expiration

Do you have an Arizona Department of Public Safety fingerprint clearance card? Yes No

IVP#: _____ Expiration: _____ If no, date applied: _____

EDUCATION AND PROFESSIONAL TRAINING

List in chronological order all educational institutions attended. Transcripts must be provided for each institution listed. The information should be accurate as it is used to assist in determining your qualifications for employment.

Degree GPA	Name of Institution	Location City & State	Semester Hours	Graduation Year	Major	Minor	Degree Received
	Undergraduate						
	Graduate						
	Post Graduate						

PROFESSIONAL EXPERIENCE

SUBSTITUTE TEACHING			
School/Address	Principal/Supervisor	Phone No.	School Year

STUDENT TEACHING					
School Year Fall/Spring	Grade Level	Subject	Name of Mentor Teacher	School/Address	Hours Earned
Name of College/University			Name of Supervisor	Contact Number	

List special skills, training and computer software or technology you are familiar with as it relates to the position for which you are applying for.

List all employment in chronological order with most recent first. Applicants must provide at least 5 years employment history for low risk positions and 7 years employment history for high risk positions. RRCS will contact your employers for reference check.
(Don't put "see resume")

Name of present or most recent employer:	Telephone No.	Starting Salary:
Employer Address:	Start Date: _____ End Date: _____	Ending Salary:
Name of Immediate Supervisor and Title:	Your Job Title:	Reason for leaving:
Description of work & responsibilities:		
Name of employer:	Telephone No.	Starting Salary:
Employer Address:	Start Date: _____ End Date: _____	Ending Salary:
Name of Immediate Supervisor and Title:	Your Job Title:	Reason for leaving:
Description of work & responsibilities:		
Name of employer:	Telephone No.	Starting Salary:
Employer Address:	Start Date: _____ End Date: _____	Ending Salary:
Name of Immediate Supervisor and Title:	Your Job Title:	Reason for leaving:
Description of work & responsibilities:		

Name of present or most recent employer:	Telephone No.	Starting Salary:
Employer Address:	Start Date: _____ End Date: _____	Ending Salary:
Name of Immediate Supervisor and Title:	Your Job Title:	Reason for leaving:
Description of work & responsibilities:		
Name of present or most recent employer:	Telephone No.	Starting Salary:
Employer Address:	Start Date: _____ End Date: _____	Ending Salary:
Name of Immediate Supervisor and Title:	Your Job Title:	Reason for leaving:
Description of work & responsibilities:		

Please explain any gaps in employment of over 30 days _____

Have you ever been dismissed/terminated or non-renewed from a previous employer? Yes No

If yes, please explain: _____

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

If yes, please explain: _____

Have you ever resigned from a position rather than face disciplinary action and/or non-renewal? Yes No

If yes, please explain: _____

Personal References

DO NOT list relatives or previous supervisors

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone No.: _____

Name: _____ Occupation: _____ Years Known: _____			
Address: _____ City: _____ State: _____ Zip Code: _____			
Email Address: _____ Phone No.: _____			
Name: _____ Occupation: _____ Years Known: _____			
Address: _____ City: _____ State: _____ Zip Code: _____			
Email Address: _____ Phone No.: _____			
Name: _____ Occupation: _____ Years Known: _____			
Address: _____ City: _____ State: _____ Zip Code: _____			
Email Address: _____ Phone No.: _____			

All complete applications will be kept in an active file for one year from date of signature or until confirmation has been received that you have been employed and have a signed contract on file.

Residence History - List all residences for at least the last five years for low risk positions and seven years for high risk positions.

1. Present Address		From	To
City	State	Reservation	Country

2. Former Address		From	To
City	State	Reservation	Country

3. Former Address		From	To
City	State	Reservation	Country

4. Former Address		From	To
City	State	Reservation	Country

CRIMINAL ACTIVITY REPORT

The following questions relate to Local (Navajo Nation), City, State, and Federal Law Enforcement Agencies.

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, tribal, 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.

Name: _____ Social Security No.: _____
First Middle Last

List any former name(s): _____

1. In the last five (5) years, have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). *Leave out traffic fines of less than \$150.00.* If "YES" provide an explanation of the violation, a statement of the circumstances that led to the occurrence, location, name and address of court involved. Provide a copy of the police report and any related documents.

Yes No

2. Have you been arrested or convicted of a crime involving drugs and alcohol including but not limited to driving under the influence and like or similar offenses? If "YES" provide an explanation of the violation, a statement of the circumstances that led to the occurrence, location, name and address of court involved. Provide a copy of the police report and any related documents.

Yes No

3. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children? If "YES" provide an explanation of the violation, a statement of the circumstances that led to the occurrence, location, name and address of court involved. Provide a copy of the police report and any related documents.

Yes No

4. In the last five (5) years, have you illegally used any drugs or controlled substances? Use of a drug or controlled substance includes injecting, snorting, inhaling, swallowing, experimenting with, or otherwise consuming any drug or controlled substance.

Yes No

5. Have you been convicted by a military court-martial in the past 5 years? If "YES", provide the date, explanation of the violation, statement regarding the circumstances which led to the occurrence, location, name and address of the court involved. Provide a copy of documentation relating to the occurrence.

Yes No

6. Are you now under charges for any violation of the law? If "YES", provide the date, explanation of violation, statement regarding the circumstances which led to the occurrence, location, name and address of the court involved. Provide a copy of documentation relating to the occurrence.

Yes No

7. During the last five (5) years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal Employment? If "YES", provide the date, an explanation of the problem, reason for leaving, employers name and address. Provide a copy of any documentation relating to the occurrence.

Yes No

8. Are you delinquent on any Federal Debt? Include delinquent Federal Taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student loans and home mortgage loans. If yes, provide the circumstances which led to the delinquency, the type, length, and amount and when the delinquency first began. Also describe any steps you have taken to correct or repay the debt. Include copy of any payments or payment arrangements.

Yes No

Use this space to provide all required information in detail for any questions you may have answered "Yes" on this questionnaire. If needed, you may use a separate sheet of paper.

I certify that my response to the above questions is true, complete and correct and made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted as a condition of employment. I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me or terminating me after I begin work.

Signature of Applicant: _____

Date: _____

Applicant Screening Questionnaire Indian Children Protection Requirements

Name: _____

Social Security Number: _____

NOTIFICATION OF REQUIREMENTS

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code §3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involves regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against another person; or offenses committed against children?

[] Yes [] No

If "yes" please provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the arresting police department or court involved.

I certify that my response to the above questions is made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report from the originating agency and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature: _____

Date: _____

AUTHORIZATION TO RELEASE INFORMATION

I _____, hereby authorize and consent to any investigator, or other duly accredited representative of Rough Rock Community School, Inc., who is conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and criminal history record information, whether or not specifically requested.

I further authorize and consent to any investigator, or other duly accredited representative at Rough Rock Community School, Inc., who is conducting my background investigation, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a position working with children. I understand that I may request a copy of such records as may be available to me under the law.

I authorize and consent to custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, or other duly accredited representative authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by Rough Rock Community School, Inc. and only for the purpose of determining my suitability for employment with Rough Rock Community School, Inc.

I forever release, fully discharge, and agree to indemnify, defend and hold harmless Rough Rock Community School, Inc. and their respective officers, employees, School Board members, volunteers, representatives and agents from any and all claims, causes of action, responsibility, liability, damages, losses, costs and expenses of any nature related directly or indirectly to performing such investigations and criminal history checks and using and relying on any information obtained there from. Additionally, **I forever release, fully discharge, and agree to indemnify, defend and hold harmless** any current or former employer or educational institution, and any officer, employee, volunteer, representative or agent thereof, that furnishes written or verbal information about me from any and all claims, causes of action, responsibility, liability, damages, losses, costs and expenses of any nature related directly or indirectly to furnishing such information.

Copies or facsimiles of this authorization that show my signature are as valid as the original release signed by me.

Full Name

Signature

Social Security

CONSENT TO CONDUCT BACKGROUND INVESTIGATIONS, CRIMINAL BACKGROUND CHECK AND RELEASE

I, _____ [Applicant's name], have applied for employment with Rough Rock Community School (RRCS), to work as a _____ [Job Title].

Employees at RRCS are subject to the following federal 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.

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, RRCS 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 RRCS 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 RRCS to determine my eligibility, qualifications and suitability for employment, RRCS 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 RRCS 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 RRCS Policy 2.11 or similar offenses in any other jurisdiction. It is a violation of RRCS Policy 2.20 for a person seeking employment with RRCS to fail to give notice of conviction of a dangerous crime against children such as those listed in RRCS' Policy 2.11.

Employment with RRCS 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, (d) a background check conducted by a security clearance company chosen by RRCS, (e) if applicable, an investigation of your driving record to be conducted by RRCS' insurance company, and is subject to (f) the policies and regulations of RRCS, (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 RRCS. 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 RRCS.

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 RRCS.

Dated this ____ day of _____, 20__.

Applicant's Signature