Heber-Overgaard Unified School District #6 P.O. Box 547; 3375 Buckskin Canyon Heber, Arizona 85928 Telephone (928) 535-4622 Fax (928) 535-5146

Email: HR@h-oschools.org

www.heberovergaardschools.org

APPLICATION FOR SUPERINTENDENT / FEDERAL PROGRAMS DIRECTOR

1.	PERS	SONAL INFORMATION	V :		Date Received:
Name	e			_ Social Secur	rity No
Maili	ng Addres	88		_ Physical Ac	ldress
City_		Si	tate	Zip	Phone ()
Work	Phone (_)	_Email_		
Positi	on(s) desi	red (Indicate one or more prefer	rence):		
First (Choice		Se	econd Choice_	
Third	Choice_				
2.	PRO	FESSIONAL DATA:			
	a.	Are you currently under contr	ract? _	Yes	No
	b.	When will you be available?_			
	c.	Arizona Certificates now held	d :		Expiration Date
	d.	In what languages are you flu	ient?		

IMPORTANT: Before consideration will be given for employment, the candidate must have on file in the District Office a complete set of transcripts, completed application, resume, and current Fingerprint Clearance Card according to § 15.503. It is the candidate's responsibility to see that these materials are provided.

Heber-Overgaard Unified School District No. 6 is an Equal Opportunity Employer, complies with Title IX, and shall seek the best qualified applicants for all vacant positions regardless of age, race, color, religion, sex, marital status, disability, or national origin.

Notice of Nondiscrimination (Section 504 of the Rehabilitation Act and Americans with Disabilities Act). Applicants for admission and employment, students, parents, persons with disabilities, agreements with the Heber-Overgaard Unified School District #6 are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Name: Mr. Ronald Tenney, Superintendent Phone: 928-535-4622

3. WORK EXPERIENCE:

Provide information about at least the last ten years of your employment history with the most recent experience first. Please list complete employer information. The district reserves the right to contact your current and former employers.

Dates Employed	Employer's Name and Address	Supervisor's Name & Phone No.	Reason for Leaving	Grade Level or Subjects Taught
From:/_ To:/_				
From:/_				
To:/_				
From:/_ To:/_				
From:/_ To: /				
	ve you ever been dismi	ssed from a position?	Yes _	No
Ify	ves, please explain			
B. Ha	ve you ever been asked	to resign from a positi	ion?Yes	No
Ify	es, please explain			
	ve you ever resigned fr YesNo	om a position rather the	an being non-re	newed or dismissed?
Ify	es, please explain			

4. EDUCATION AND PROFESSIONAL PREPARATION:

List schools attended and special training received. Please note that "See Resume" is not an appropriate response to any question.

	Location	Dates	Year	Degree/	Major/	Grade Point
		Attended	Graduated	Certificate	Minor	Average
High School						
College						

5. QUALIFICATIONS AND NARRATIVE:

Please list the following items:

Professional organization memberships	
Leadership positions	

B. Attach separate sheet(s) and answer <u>all</u> of the following questions – <u>in your own handwriting:</u>

- 1. What is your philosophy of education?
- 2. Schools are not normally homogeneous groupings. Explain how you would meet the needs of ELL, Special Needs, At-Risk, and Gifted learners in your school?
- 3. What programs or innovative ideas would you like to implement in your school?
- 4. What are specific examples of how you have or will actively involve parents in the education of their children?
- 5. What would you describe as your proudest moment as an educator?
- 6. What approach do you use in establishing and maintaining a school-wide atmosphere conducive to learning?
- 7. What special qualifications do you possess that make you the best choice for the position?

6. PERSONAL AND PROFESSIONAL REFERENCES:

List the names of persons who are familiar with your character, personality, aptitudes and work habits. Do not include relatives on this list of references.

Name	Relationship to Applicant	Address	Phone Numbers
			()
			()

7. **ACKNOWLEDGEMENT OF APPLICANT:**

I certify that every answer and statement I have provided on and accompanying this application is complete, truthful, and current. I understand and agree that:

- i. If any information is omitted from or not completed on this application, or if any false information is furnished, the District may reject my application.
- ii. If any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution.
- iii. If I am employed by the District and if it is later determined that I have furnished false information on this application, I may be dismissed from employment, criminally prosecuted, and, if certified, have my certificate revoked.

I authorize investigation of all statements on this a application for this position.	pplication form and other material provided as part of my
application for this position.	
Applicant Signature	Date
Please email, mail, or deliver t	his application and all related materials to:

Office of the Superintendent Heber-Overgaard Unified School District No. 6 P.O. Box 547; 3375 Buckskin Canyon Rd. Heber, Arizona 85928 Phone (928) 535-4622 FAX (928) 535-5146

Email: HR@h-oschools.org

8. BACKGROUND CHECK AND INFORMATION:

Due to the responsibility the Heber-Overgaard Unified School District No. 6 has to its children and community, the following information is required from all applicants and employees regarding convictions.* A record of conviction does not disqualify an applicant from consideration; however, failure to provide complete and accurate information may cause disqualification from consideration for employment, may be cause for dismissal if employed, and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Superintendent's office. Please read carefully and answer each question legibly.

*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 state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

**Please note that prior to hiring, you must submit a notarized statement attesting to the fact that you are not now awaiting trial on, or have ever been convicted of, or admitted in open court or pursuant to a plea agreement, committing any of the crimes listed in ARS 15-512D and ARS 13-604.01. In

The crimes required to be disclosed on the affidavit are:

conjunction with this, you will submit fingerprints for a background check.

***	ARS 13-604.0)1			ARS 15-512D		
roh	nibits any of th	he following with a mind	or under	1.	Sexual abuse of a minor	12. Misdemeanor	offenses
	age of 15:			2.	Incest	of the possess	sion or
	Second degr			3.	First or second degree murder	use of mariju	
2.		assault resulting in serio		4.	Kidnapping	dangerous dr	
		ary or committed by the		5.	Arson	13. Burglary in the	
		on or dangerous instrum	nent	6.	Sexual assault	14. Burglary in the	second or
	Sexual assau			7.	Sexual exploitation of a minor	third degree	
	Molestation			8.	Felony offenses involving	15. Aggravated or	armed robbery
		act with a minor			contributing to the delinquency	16. Robbery	
		sexual exploitation of a			of a minor	17. A dangerous cr	-
		as defined in ARS 13-36	523.B.1	9.	Commercial exploitation of a minor		er ARS 13-604.1
-	Kidnapping			10.	Felony offenses involving sale,	18. Child abuse	
١.	Sexual abus				distribution, or transportation of,	19. Sexual conduct	
0.		ild for the purpose of pro	ostitution		offer to sell, transport or distribute	20. Molestation of	
1. 2.	Child prostit	tution using minors in drug of	Y		marijuana or dangerous or	21. Voluntary man	
۷.	involving of	using minors in drug or	ienses	11.	narcotic drugs Felony offenses involving the	22. Aggravated ass 23. Assault	saurt
				11.	possession or use of marijuana,	24. Exploitation of	minore
					dangerous drugs, or narcotic	involving dru	
					drugs	mvorving are	ig offenses
					urugo		
	Name	a·			Social Security Number	r	
	1 (dill)	Last	First		liddle		
		Last	THSt	10.	nuale		
	Othor	r names used:			Dates u	sad:	
	Other	names used			Dates u	scu	
	1.	Have you ever l	neen convicted o	of a min	or offense other than traffic		
	1.				onsidered a minor traffic offense	e) Yes	No
	2.	Have you ever l				Yes	No
		•			-		
	3.	Are you awaiting	-			Yes	No
	4.	Have you ever l	peen convicted of	of a sex	or drug related offense?	Yes	No
	5.	Have you ever a	admitted to or be	een conv	victed of a dangerous crime		
		against children				Yes	No

IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, 1 THROUGH 5, PLEASE COMPLETE THE "APPLICATION SUPPLEMENTAL CONVICTION INFORMATION" ON THE NEXT PAGE.

APPLICATION SUPPLEMENTAL CONVICTION INFORMATION

(the following information will be retained in the district office and not available to other personnel in the district)

		CONVICTION INFORMATION	
Conviction Cha	rge	Date of Conviction	Court of Conviction
City	State	Amount of Fine	Length of Jail Term
Remarks			
Length and Ter	m of Probation		
If you have 1	nore than one	reportable offense, copy this sheet t	o provide the information
so that it may a are uncertain a determine whet	ccurately evaluate s to the relevance her the information	-	blic trust with minor students? (If you it, etc., disclose and the District wil
		TO QUESTION 6, PLEASE FULLY CCE OF PAPER.	EXPLAIN THE ANSWER ON AN
and supporting herein and und	material is true, a	d dismissal, I hereby certify that the info ccurate, and complete. I authorize the in document relevant to this information n I District No. 6.	vestigation of all statements contained
and I will executive until the backg	ute documents to round investigation	Unified School District No. 6 to make a facilitate this investigation. I understand on has been completed and the Government of the facilitate of the complete and the Government of the facilitate of the facilit	d that my employment is not finalized ng Board has officially approved my
Applicant Sign	ature		ate

FBI NOTIFCATION OF APPLICANT PRIVACY RIGHTS

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the job, license, or other benefit based on information in the criminal history record. {Reasonable opportunity is defined as being decided upon by a case by case basis with the applicant, in regards to position applied for.}

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Criminal History Summary Checks" or by calling (304)625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602)223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.dps.gov).

Signature	 Date
Signature	Date

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