

**Aguila Elementary School District #63**  
**P.O. Box 218; 50023 N. 514<sup>th</sup> Ave.**  
**Aguila, Arizona 85320**  
**Telephone (928) 685-2222 Fax (928) 685-2433**  
**Email: awannemacher@aguilaschool.org**  
**www.aguilaschool.org**

**APPLICATION FOR SUBSTITUTE TEACHER**

**1. PERSONAL INFORMATION:** Date Received: \_\_\_\_\_  
Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Physical Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_ Date available: \_\_\_\_\_

**2. PROFESSIONAL DATA:**

a. Substitute Certificates now held: \_\_\_\_\_ Expiration Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. In what languages are you fluent? \_\_\_\_\_

**Position(s) desired** (Please check qualified areas and indicate preference):

- Primary (K-3) \_\_\_\_\_
- Elementary (4-6) \_\_\_\_\_
- Jr. High (7-8) \_\_\_\_\_
- High School (9-12) \_\_\_\_\_

**IMPORTANT:** Before consideration will be given for employment, the candidate must have on file in the District Office a completed application, complete set of transcripts, and proof of Arizona substitute certification. It is the candidate's responsibility to see that these materials are provided. All applicants must qualify for Arizona certification prior to employment. Out-of-state candidates should contact the below address for certification information:

Arizona Department of Education  
Certification Unit  
1535 West Jefferson Street  
Phoenix, Arizona 85007  
1-602-542-4367  
[www.ade.az.gov/certification](http://www.ade.az.gov/certification)

Aguila Elementary School District No. 63 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.

**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. Please provide any information about teaching/substitute teaching experience. 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: ____/____/____				

A. Have you ever been dismissed from a position?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

B. Have you ever been asked to resign from a position?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

C. Have you ever resigned from a position rather than being non-renewed or dismissed?  
 Yes  No

If yes, 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 Attended	Year Graduated	Degree/ Certificate	Major/ Minor	Grade Point Average
High School						
College						

**5. PERSONAL AND PROFESSIONAL REFERENCES:**

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

Name	Relationship to Applicant	Address	Phone Numbers
			( ) _____ ( ) _____
			( ) _____ ( ) _____
			( ) _____ ( ) _____
			( ) _____ ( ) _____
			( ) _____ ( ) _____

**6. QUALIFICATIONS AND NARRATIVE:**

Please list the following items:

- 1. Professional honors received \_\_\_\_\_  
\_\_\_\_\_
- 2. Professional organization memberships \_\_\_\_\_  
\_\_\_\_\_
- 3. Leadership positions \_\_\_\_\_  
\_\_\_\_\_
- 4. Special abilities or talents applicable to student instruction \_\_\_\_\_  
\_\_\_\_\_
- 5. What special qualifications do you possess that will help you in this position?  
\_\_\_\_\_
- 6. What can you offer as a substitute to Agula ESD #63? \_\_\_\_\_  
\_\_\_\_\_

**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 application form and other material provided as part of my application for this position.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please email, mail, or deliver this application and all related materials to:

Office of the Superintendent  
 Aguila Elementary School District No. 63  
 P.O. Box 218; 50023 N. 514<sup>th</sup> Ave.  
 Aguila, Arizona 85320  
 Phone (928) 685-2222 FAX (928) 685-2433  
 Email: awannemacher@aguilaschool.org

**8. BACKGROUND CHECK AND INFORMATION:**

Due to the responsibility the Aguila Elementary School District No. 63 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.

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

Other names used: \_\_\_\_\_ Dates used: \_\_\_\_\_

- 1. Have you ever been convicted of a minor offense other than traffic violations? (A DUI conviction is not considered a minor traffic offense) \_\_\_\_ Yes \_\_\_\_ No
- 2. Have you ever been convicted of a felony?\*\*\* \_\_\_\_ Yes \_\_\_\_ No
- 3. Are you awaiting trial on a felony charge? \_\_\_\_ Yes \_\_\_\_ No
- 4. Have you ever been convicted of a sex or drug related offense? \_\_\_\_ Yes \_\_\_\_ No
- 5. Have you ever admitted to or been convicted of a dangerous crime against children as defined by ARS 13-604.01\*\*\* \_\_\_\_ Yes \_\_\_\_ No

**IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS, 1 THROUGH 5, PLEASE COMPLETE THE “APPLICATION SUPPLEMENTAL CONVICTION INFORMATION” ON THE BACK OF THIS SHEET.**

6. Is there any other information, not required by this application, that you should disclose to the District so that it may accurately evaluate your fitness to work in a position of public trust with minor students? (If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc., disclose and the District will determine whether the information is pertinent.)

**IF YOU ANSWERED “YES” TO QUESTION 6, PLEASE FULLY EXPLAIN THE ANSWER ON AN ATTACHED, SEPARATE PIECE OF PAPER.**

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application and supporting material 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 the agents of the Aguila Elementary School District No. 63.

I authorize the Aguila Elementary School District No. 63 to make reference checks prior to employment, and I will execute documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Governing Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**Date**

\*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 conjunction with this, you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

***ARS 13-604.01	ARS 15-512D	
Prohibits any of the following with a minor under the age of 15:	1. Sexual abuse of a minor	12. Misdemeanor offenses of the possession or use of marijuana or dangerous drugs
1. Second degree murder	2. Incest	13. Burglary in the first degree
2. Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument	3. First or second degree murder	14. Burglary in the second or third degree
3. Sexual assault	4. Kidnapping	15. Aggravated or armed robbery
4. Molestation of a child	5. Arson	16. Robbery
5. Sexual contact with a minor	6. Sexual assault	17. A dangerous crime against children as per ARS 13-604.1
6. Commercial sexual exploitation of a minor	7. Sexual exploitation of a minor	18. Child abuse
7. Child abuse as defined in ARS 13-3623.B.1	8. Felony offenses involving contributing to the delinquency of a minor	19. Sexual conduct with a minor
8. Kidnapping	9. Commercial exploitation of a minor	20. Molestation of a child
9. Sexual abuse	10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport or distribute marijuana or dangerous or narcotic drugs	21. Voluntary manslaughter
10. Taking a child for the purpose of prostitution	11. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs	22. Aggravated assault
11. Child prostitution		23. Assault
12. Involving or using minors in drug offenses		24. Exploitation of minors involving drug offenses

**APPLICATION SUPPLEMENTAL CONVICTION INFORMATION  
(FOR DISTRICT OFFICE USE ONLY)**

Conviction Charge		CONVICTION INFORMATION	
		Date of Conviction	
City	State	Amount of Fine	Court of Conviction
Length and Term of Probation		Length of Jail Term	
<b>Remarks</b>			
<b>Length and Term of Probation</b>			
<b>**If you have more than one reportable offense, copy this sheet to provide the information**</b>			