

# Cambridge Academy East Queen Creek

## Position Interest Form

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

Position Title: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In reference to the position(s) for which you are applying, describe how your previous work experience has prepared you for this position(s).

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Cambridge Academy East is an Equal Opportunity Employer and, as such, employs the best qualified individuals for all vacancies regardless of national origin, race, color, creed, religion, marital status, age, sex, handicap/disability or any other legally protected status.

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE WAIVER**

I, \_\_\_\_\_ have applied for employment with Cambridge Academy East. I understand that in order for Cambridge Academy East to determine my eligibility, qualifications, and suitability for employment, they will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer about my education, training experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, position(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information.

**I hereby give my consent for any employer to release any information requested in connection with this background investigation. By my signature below, I hereby waive my right to review this reference, and I understand that the contents of this reference will not be available to me now, or at any time in the future.**

A photocopy or facsimile (fax) copy of this form, which shows my signature, shall be considered as valid as an original.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

Applicant's signature: \_\_\_\_\_

Cambridge Academy East  
**APPLICATION FOR CLASSIFIED EMPLOYMENT**

Classified CONTRACT POSITIONS are for one-year only. The contract employee has no reasonable expectation of continued employment beyond the term of the written contract. The employment of any NON-CONTRACT employee is on an "at-will" basis, meaning that the employment relationship may be terminated at any time by either employee, or Cambridge Academy East, for any reason not prohibited by law. Any oral or written representation to the contrary is not authorized, is not binding on Cambridge Academy East and should not be relied upon by any prospective employee. Please submit completed application and a copy of your fingerprint clearance card to the Cambridge Academy East Administration.

Date of Application: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Home Phone Cell Phone Email Address

Are you legally eligible to work in the United State? \_\_\_\_\_ Yes \_\_\_\_\_ No

Positions desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time  
\_\_\_\_\_

When will you be available? \_\_\_\_\_

**WORK EXPERIENCE**

List current and/or previous employers- put most recent experience first. Cambridge Academy will contact your current employer for a reference.

Dates Employed	Employer's Name	Phone	Supervisor's Name	Reason For Leaving	Your Position, Title & Salary

**EDUCATION**

List schools attended:

	Name	Location	Dates Attended	Year Graduated	Diploma/Degree	GED	None
High School							
College							

Highest year completed  
High School: \_\_\_\_\_  
College: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE OR TRAINING**

Describe any additional training: \_\_\_\_\_  
\_\_\_\_\_

Please explain any gaps in employment of more than 30 days: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been dismissed or non-renewed from a position? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Have you ever been asked to resign from a position?  Yes  No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever resigned from a position rather than being dismissed?  Yes  No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever resigned rather than face disciplinary action by employer?  Yes  No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been disciplined for any reason which resulted in suspension from work (with or without pay)?  
 Yes  No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES**

Give names and phone numbers of two or three references who are familiar with your personality, character and work habits. Do not use relatives as references.

NAME	YEARS KNOWN	POSITION	WORK PHONE	HOME PHONE

**SELECTIVE SERVICE REGISTRATION**

Are you required to be registered with the Selective Service System?  Yes  No

If yes, please state the place of registration indicating the following:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Local Board Number  
 Selective Service Number \_\_\_\_\_

**CRIMINAL ACTIVITY**

*Cambridge Academy East is responsible to its students and community, the following information is required from all applicants and employees. A record of conviction or arrest does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Cambridge Academy East Administration. Please read carefully and answer every questions.*

Name: \_\_\_\_\_

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

**Please answer the following questions honestly even if the condition was ultimately expunged, reversed, or otherwise set aside. If any of the boxes are marked "yes", fill in the information below and attach a letter of explanation.**

- Have you ever been convicted of any misdemeanor offense(s) other than traffic violations?  Yes  No
- Have you ever been convicted of a DUI offense?  Yes  No
- Have you ever been convicted of a felony?  Yes  No
- Have you ever been convicted of a sex or drug related offense?  Yes  No
- Have you ever been convicted of a dangerous crime against children?  Yes  No
- Have you ever been arrested for any offense which has not yet been resolved?  Yes  No

## CONVICTION INFORMATION

CONVICTION CHARGE		DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM
FACTUAL DETAILS OR OTHER REMARKS			LENGTH AND TERMS OF PROBATION
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**CONVICTION** is defined as any time you were found guilty of an offense and:

- |                              |  |                                  |
|------------------------------|--|----------------------------------|
| *forfeited a bond;           | *received a "suspended" sentence;      | *received a "deferred" sentence; |
| *served a term of probation; | *conviction was expunged or set aside; | *served time in prison; and/or;  |
| *paid a fine;                | *served time in city or county jail;   | *plea of no contest;             |

A.R.S 13.3716 requires applicants to give notice of any conviction or dangerous crimes against children. These crimes are defined in A.R.S. 13.604.01 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 committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment.

I understand that, if I am considered for an offer of employment, Cambridge Academy East will conduct a background investigation in order to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain such information. I understand that my employment is not finalized until the background investigation has been completed.

I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by Cambridge Academy East to complete its background investigation. A photocopy or facsimile copy of this form shows my signature shall be valid as an original. **Furthermore, I understand that I have no right of access to any materials submitted and information gathered by Cambridge Academy East during the application process and that such materials and information are considered the sole property of Cambridge Academy East.**

**X**

Signature

Date