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## **Pointe Schools Employment Application Packet**

The attractive southwest lifestyle and the opportunity to teach in one of Arizona's premier independently operated public school districts is attracting teachers from throughout the United States to join the Pointe Schools team.

State and national recognition for academic excellence has caused Pointe Schools to be a valued teaching opportunity. Canyon Pointe and Pinnacle Pointe continue to exceed state and national standards. North Pointe Prep was recently recognized by Newsweek Magazine as one of the Best High Schools in America. The Prep is also one of only seven public high schools in Arizona to be accredited by the North Central Association (the nation's leading accreditation organization of high schools and universities) as a College Preparatory School.

We would welcome the opportunity to review your application and employment information if, in addition to being qualified and competent for an available position, you are a person who:

- values others and seek to empower them in their strengths and protect them in their weaknesses
- makes good decisions with regards to areas of responsibility
- is innovative and enjoys creating new opportunities and improving existing ones

When inquiring about an available position, provide the following information:

- Pointe School Employment Application (following pages)
- Personal Resume
- Two Letter's of Reference
- Copy of AZ Fingerprint Clearance Card
- Copy of Teaching Certificate or Highly Qualified Information



# Pointe Schools Employment Application

10620 North 43rd Avenue, Suite 9 · Glendale, Arizona 85304 · voice: 602.843.2014 · fax: 602.843.2015

**Please Print All Responses**

Last Name:		First Name:		Middle Initial:
Social Security Number:			Other Names:	
Street Address:			Home Phone:	
City:	State:	Zip:	Cell Phone:	
United States Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		If "No," are you lawfully able to be employed in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No		

In accordance with Federal Law, you will be required to complete, prior to employment, a Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9 Employment Eligibility Verification to prove you are authorized to work in the United States.

Position Applying For: <input type="checkbox"/> Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____				Date Available:
College Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduate Semester Hours	Masters Degree: <input type="checkbox"/> Yes <input type="checkbox"/> No	Doctorate: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Emphasis: _____		Emphasis: _____	Emphasis: _____	
Grade Point Average: _____		Grade Point Average: _____	Grade Point Average: _____	

Include detailed Education Information in Resume.

Administrator Experience - most recent at top	Principal/Administrator Certification
Grade: _____ Position: _____ Yrs: _____ Salary: _____	State Certificate Held In: _____
Grade: _____ Position: _____ Yrs: _____ Salary: _____	Certificate Type: _____
Grade: _____ Position: _____ Yrs: _____ Salary: _____	Endorsement: _____
Grade: _____ Position: _____ Yrs: _____ Salary: _____	Expiration Date: _____
Fingerprint Clearance Card Number:	Issue Date: _____ Expiration Date: _____

Include detailed Work Experience Information in Resume.

Faculty Experience - most recent at top	Teacher Certification
Grade: _____ Subject: _____ Yrs: _____ Salary: _____	State Certificate Held In: _____
Grade: _____ Subject: _____ Yrs: _____ Salary: _____	Certificate Type: _____
Grade: _____ Subject: _____ Yrs: _____ Salary: _____	Endorsement: _____
Grade: _____ Subject: _____ Yrs: _____ Salary: _____	Expiration Date: _____
Fingerprint Clearance Card Number:	Issue Date: _____ Expiration Date: _____

Include detailed Work Experience Information in Resume.



Staff Experience - most recent at top			
Position: _____	Duties: _____	Yrs: _____	Salary: _____
Position: _____	Duties: _____	Yrs: _____	Salary: _____
Position: _____	Duties: _____	Yrs: _____	Salary: _____
Position: _____	Duties: _____	Yrs: _____	Salary: _____

Include detailed Work Experience Information in Resume.

Previous Employer Information	Dates	Supervisor	Phone	Reason for Leaving

Personal References	Years Known	Relationship	Phone	Address

An affirmative response to the following questions will not necessarily disqualify applicant from employment.

1. Have you ever been convicted or entered a plea of guilty or no contest to a crime or offense of any type including a traffic offense? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been dismissed from a position? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been asked to resign from a position? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that the information presented in this application is true, accurate, and complete. I authorize Pointe Schools to investigate any and all statements or documents relevant to this application. I also authorize reference checks prior to employment and I understand the employment is not finalized until the background investigation has been completed. I understand that any false information or omission of pertinent facts in this application may be cause for dismissal.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_