

## Staff Position Application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

An Equal Opportunity Employer  
 (Please Print or Type)

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

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell / Other Telephone \_\_\_\_\_

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

### SPECIFIC POSITIONS APPLYING FOR:

- Teacher: Preferred grade level or content area \_\_\_\_\_
- Instructional Assistant  Cafeteria Worker  Bus Driver
- Secretarial / Clerical  Custodian
- Other (specify) \_\_\_\_\_

Have you filed an application with our school before?  Yes  No

If yes, date \_\_\_\_\_ Position applied for \_\_\_\_\_

This application will remain on file for one year from the date of application only;  
 it must be renewed if further consideration for a position is desired.

### EDUCATION

School	Name	Location (City & State)	Dates Attended	Diploma or Degree
Last High School Attended				
*Colleges or Universities				
Business or Trade School				
Other				

\*If you did not receive a degree, indicate the number of college hours attained \_\_\_\_\_.

If applicable, Please attach your college or academic transcripts and proof of AERA, AZ HOUSSSE or Highly Qualified Reciprocity.  
 (submit to section at end)

**EXPERIENCE**

(List all Experience-Use Separate Sheet if Necessary)

From / To	Number of Years	Name and Address Of Employer	Immediate Supervisor	Type of Job

**REFERENCES** - To include at least one direct supervisor.

Full Name of Reference	Position	Address: Number, Street, State, Zip, Phone Number

**SECRETARIAL/CLERICAL APPLICANTS**

**SUBSTITUTE SECRETARIAL/CLERICAL APPLICANTS**

Word processing?  Yes  No      Typing WPM (words per minute) \_\_\_\_\_

Number of years of secretarial / clerical experience \_\_\_\_\_

Do you have computer experience?  Yes  No      Number of years of computer experience \_\_\_\_\_

Please list below any additional office machines with which you have had previous experience:

Type of Machine	Number of Years of Experience

**ALL APPLICANTS**

List any additional information you think would be helpful concerning your knowledge, skills, and experience related to the job for which you are applying.

Briefly state what you feel you can contribute as an employee of TeamCFA in the position for which you are applying.

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude?  Yes  No

If yes, please explain.

Have you ever been convicted of felony or any offense involving moral turpitude and received probation or deferred adjudication?  Yes  No

If yes, please explain.

*Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.*

Why do you desire to leave your present position or why did you leave your last position?

Have you ever been involuntarily terminated from employment?  Yes  No

If yes, please give the name of the employer, the date, and the reasons for the termination.

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application?  Yes  No

If yes, please explain.

Please explain why you feel you would be a good fit with TeamCFA?

***On a separate sheet of paper please tell us how you will contribute to being part of our TeamCFA.***

Please return completed application, along with the requested summary, cover letter and a copy of your resume to:

Team CFA - Application  
c/o Team CFA/Pioneer Preparatory School  
6510 W Clarendon Avenue  
Phoenix, AZ 85033

or my Email: [tbest@pioneer.teamcfa.org](mailto:tbest@pioneer.teamcfa.org)