

Thank you for your interest in Paradise Education Center. Below is a list of requirements needed before being considered for employment. Failure to provide ALL required documentation will delay your application process.

Required Paperwork before Interview:

- Application
- Resume
- Three Letters of Recommendation
- Copy of Certificate
- Clearance Card (**Fingerprints**) – DPS
- Transcripts
- SEI Documentation

Please feel free to contact Human Resources with any further questions at (623) 546-7292.

Paradise Education Center
APPLICATION FOR EMPLOYMENT

PARADISE EDUCATION CENTER IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO NON-DISCRIMINATION IN EMPLOYMENT. PARADISE EDUCATION CENTER SELECTS THE BEST QUALIFIED INDIVIDUAL FOR THE JOB BASED ON JOB-RELATED QUALIFICATIONS REGARDLESS OF RACE, AGE (40+), COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL PREFERENCE, DISABILITY OR ANY OTHER STATUS PROTECTED BY APPLICABLE LAW.

Please print clearly and complete ALL information requested (complete or put N/A in each space, do not say "see resume.")

Name

First	Middle Initial	Last
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Address

Home Phone _____
(Area Code)

Message Phone _____
(Area Code)

Social Security Number _____

If you are hired, can you present evidence of your legal right to live and work in this country? YES _____ NO _____

ARE YOU CURRENTLY UNDER CONTRACT WITH ANOTHER SCHOOL IN THE STATE OF ARIZONA? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____ (If yes, state details on back of page.)

Have you ever been arrested but the case is pending/unresolved? YES _____ NO _____ (If yes, state details on back of page.)

Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complain now pending against you before any licensing, certification or other regulatory agency or body, public or private? YES _____ NO _____

If you answered "YES," you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teaching certification or otherwise) or by your current or any previous employers?

YES _____ NO _____

If you answered "YES," you must provide the name, address and telephone number of the employer or body and a statement of the accusations against you.

Note: Conviction of a crime is not an automatic bar to employment – all circumstances will be considered.

Are you able to perform the essential functions of the position, either with or without an accommodation? YES _____ NO _____

If you need accommodation, what are your needs? _____

What brought you to this Paradise Education Center? ___ newspaper ___ employment agency ___ school ___ friend/employee ___ on my own ___ website: provide URL <http://www> _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you employed now? _____ If YES, may we contact your present employer? YES _____ NO _____

Have you ever applied to or worked for this Paradise Education Center before? _____ Date _____

EDUCATION

Name of School	City/State	# Years Completed	Did you Graduate?	Major Subject(s)	Degree Earned/YR
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High School:

College:

College:

College:

College:

Graduate or Technical:

Have you served in the United States Armed Forces? YES _____ NO _____

Branch _____ Reserve Status _____ Special Training _____

Certifications and Endorsements:

I hold the following Arizona Certifications:	I hold the following Arizona endorsements:

Professional and Community Activities

Other Qualifications

List below present and past employers for the past 10 years beginning with the most recent.

Month/ Year	Name & Address of Employer	Initial Position Title and Duties	Previous Supervisor	Starting Salary	Reason for Leaving
		Final Position and Duties	Telephone Number	Ending Salary	
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

Please account for all unemployment since leaving school and between positions for last ten years. Give dates and state what you were doing.

From:
To:

From:
To:

Please list three PROFESSIONAL References:

NAME	PHONE NUMBER	BUSINESS RELATIONSHIP
1.		
2.		
3.		

Please list three PERSONAL References:

NAME	PHONE NUMBER	RELATIONSHIP
1.		
2.		
3.		

**AGREEMENT OF
APPLICANT CERTIFICATION, AUTHORIZATIONS AND
UNDERSTANDING OF EMPLOYMENT RELATIONSHIP**

I hereby state that all the information that I provided on this Application or any other document submitted in connection with my employment, and in any interview, are true and correct. I have withheld nothing that would, if disclosed, affect this Application unfavorably. I understand that if I am employed and any information is later found to be false in any respect or if I have omitted material information, I may be dismissed. I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States.

AT WILL EMPLOYMENT

If hired, I agree that my employment with the Paradise Education Center is "at will." No implied, oral or written agreements contrary to the express language of this Agreement are valid unless they are in writing, by an authorized representative of the Paradise Education Center. I hereby acknowledge that I have read and understand the above statements.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND CONFIRM YOUR VOLUNTARY AGREEMENT

APPLICANT SIGNATURE _____

DATE _____