

HIRING PROCEDURES FOR WRUSD NO.08

To be considered for any employment position within the Window Rock Unified School District, all applicants are required to submit information on forms provided, reference information, certification status, and test results according to the qualifications stated in the advertisement and/or job description.

The following steps and procedures are currently being used to help determine an applicant's qualification for a position opening.

- Step 1. Application. All applicants must present to the Human Resources Department the appropriate application for the position(s) desired. A complete application includes the following.
- A. Completed District application. See resume, a lack of a response(s), or N/A is not acceptable in the place of specific information requested on the application. The word "preferred" such as in 40 WPM preferred, does not have the same weight as when the word "required" is used in the advertisement or job description, but the typing skills is one point of consideration and unless the applicant is tested in that area, there is no way to assess the applicants skill, therefore, applicants who appear to be one of the most qualified applicants are requested to take the appropriate test(s).
 - B. Conviction Report. This form is attached to all district applications and must be completed and signed. Falsifying information on this document constitutes grounds for not being employed or dismissal if identified after being employed.
 - C. Reference Investigation Agreement. This form is attached to district applications.
 - D. Optional: An Equal Opportunity/Affirmative Action Form. This is attached to all district applications.
 - E. Verification of Educational Status as required for the position. Official transcripts are not required at the time of applications, but at least a legible copy is required. If a high school diploma/transcripts or GED is required for a position. This will be noted in the position advertisement and/or job description. The administration has been requested to also advertise positions to include "other requirements as the Board may deem necessary".
 - F. **Reference. Two letters of reference is required for all positions and is requested for support services positions.** Documented effort to obtain telephone references from the applicant's previous employers is a part of the hiring process and is required before a recommendation is submitted to the Board.
 - G. Application filing. Applications are to be submitted within the advertised time specified unless the advertisement states "open until filled". Applications are accepted throughout the year and these applications are maintained in current files for one calendar year. If however, the position advertisement specifies a deadline; only applications on file by the closing date will be considered for that specific position.
 - H. Paraprofessional applicants must meet the NCLB Highly Qualified requirements. Include tests scores or legible copy of college transcripts for verification.

- Step 2. Interview. If an applicant is identified as one of the best qualified candidates by the supervisor or pre-screening committee, the applicant is requested to come in at an appointed time for an interview, or under certain circumstances, a telephone interview may be arranged.

Because of the time factor and expense involved in interviewing, usually only three to five of the most qualified applicants are selected for an interview. The department supervisor and/or an interviewing committee will select and interview the candidates in a consistent manner and submit their recommendation to the personnel director or superintendent.

- Step 3. Selection. A recommendation identifying the supervisor and/or committee's selection is prepared and sent to the personnel director or superintendent will review the recommendation. The personnel director is responsible for making sure all paperwork, including telephone references, verification of educational status and required test results are in place. If the recommendation meets the procedures outlined, a recommendation will be presented to the Board for their consideration. If there are questions or problems with a recommendation which cannot be resolved before the Board meeting, the superintendent or personnel director will hold the recommendation until the problem can be resolved or until another candidate can be identified for recommendation.

Presenting the selected candidate to the Board and finalizing employment. When an individual is recommended and approved for a position, the successful candidate is notified by phone, if possible, and in writing of the Board's decision and an orientation is scheduled to complete any paperwork required to place that employee on the payroll and to acquaint the employee with the benefits and responsibilities of the position.

The Board of Education strongly encourages all local applicants to be in attendance at the Board meeting which they are being recommended for employment.

The Human Resources and the Business department shall complete a district level orientation and the school or department supervisor shall provide the department level orientation. Unsuccessful candidates are sent a letter notifying them that the position has been filled. Applications will remain on file for one year unless the applicant chooses to withdraw his/her application.

In-House Opening. All in-house positions are advertised for four (4) days. In order to receive consideration, the applicant must submit a letter of interest to the personnel office for the position as well as a transfer request signed off (approved) by his/her department or building supervisor, and an updated application. Selection is then determined as in Steps 2 and 3 previously described.



Window Rock Unified School District No. 8

Human Resource Department
P.O. Box 559
Fort Defiance, Arizona 86504

Phone: (928) 729-6702/6719

Fax: (928) 729-7696

APPLICATION FOR CLASSIFIED EMPLOYMENT

An Equal Opportunity Employer/Practicing Navajo Preference

The Window Rock Unified School District does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquires concerning Title VI, Title VII, Title IX may be referred to the Superintendent, and Section 504 may be referred to the Assistant Superintendent, P.O. Box 559, Window Rock, Arizona 86504, (928) 729-6707.

SECTION A- PERSONAL DATA

Date _____

Mr./Mrs./Miss/Ms. _____
Last Name Middle Name First Name

Street Address/ P.O. Box City State Zip

Alternate or Work Address City State Zip

Home Phone: _____ Work Phone: _____ Message Phone: _____

E-mail Address _____ Social Security Number _____

List any relatives now employed by Window Rock Unified School District #8

Date You Are Available _____ Citizen of the U.S. or Legal Right to Work? Yes [] No []

Have you filed an application here before? Yes [] No [] If yes, give date _____

Have you ever been employed here before? Yes [] No [] If yes, give date _____

Are you employed now? Yes [] No [] May we contact your present employer? Yes [] No []

SECTION B- POSITION DESIRED

List the specific position for which you are applying: _____

List the kind of work you are interested in: Instructional assistant: ; Technical/computer-related: ;

Secretarial: ; Bus driver: ; Maintenance: ; Food service: ; Custodial: ; Security: ;

Other: _____

SECTION C- EDUCATION

School and Address	Dates Attended		Major/Minor	Degree and Hrs.	GPA
High School	FROM:	TO:			
College/University					

SECTION D- WORK EXPERIENCE

LIST MOST RECENT EMPLOYER FIRST

	Employer Name & Address	Dates Employed	Position Held	Other
Present or Last Position	Name: _____ Address: _____ Phone No. _____	From: _____ To: _____	Position Held: _____ Rate of Pay: _____	Reason for Leaving: _____ Name of Supervisor: _____
Next Position	Name: _____ Address: _____ Phone No. _____	From: _____ To: _____	Position Held: _____ Rate of Pay: _____	Reason for Leaving: _____ Name of Supervisor: _____
Next Position	Name: _____ Address: _____ Phone No. _____	From: _____ To: _____	Position Held: _____ Rate of Pay: _____	Reason for Leaving: _____ Name of Supervisor: _____
Next Position	Name: _____ Address: _____ Phone No. _____	From: _____ To: _____	Position Held: _____ Rate of Pay: _____	Reason for Leaving: _____ Name of Supervisor: _____

SECTION E- OTHER

For secretary and clerical positions only:	Maintenance/Custodial: (Indicate experience in specified trades)
Typing: _____WPM	Masonry: yes <input type="checkbox"/> no <input type="checkbox"/> ; Electrical: yes <input type="checkbox"/> no <input type="checkbox"/> ;
List Software you have experience using:	Plumbing: yes <input type="checkbox"/> no <input type="checkbox"/> ; Mechanic: yes <input type="checkbox"/> no <input type="checkbox"/> ;
	Carpentry: yes <input type="checkbox"/> no <input type="checkbox"/> ; Heavy Eqpmt Operator: yes <input type="checkbox"/> no <input type="checkbox"/> ;
	Bus Driver: yes <input type="checkbox"/> no <input type="checkbox"/> ; CDL: yes <input type="checkbox"/> no <input type="checkbox"/>

SECTION F- REFERENCES

List three individuals who can provide a professional and / or character reference for you.

	Reference Name and Address	Telephone Number
1		
2		
3		

I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

Applicant's Signature

Date

SECTION G

How did you hear about Window Rock Unified School District:

University bulletin [] Newspaper [] Career Fair [] Internet [] WRUSD Employee [] Other []

For Official Use Only

- [] Consent to Conduct Background Check
- [] EOE Form
- [] Notarized Affidavit
- [] Universal Background Screening
- [] Two letters of References
- [] Resume
- [] Transcripts
- [] Diploma/Certificates

<p>Interviewed By: _____ Date: _____</p> <p>Remarks:</p>
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Name _____ Date _____
Last First Middle

Position desired _____
Be Specific

The Window Rock Unified School District No. 8 is an Equal Opportunity Affirmative Action Employer, and attempts to be completely unbiased and fair in district employment practices. For this reason, we have eliminated any mention of ethnic background on our application forms. However, our district's Affirmative Action Plan requires that we keep a separate record of this information so minority applicants can receive full consideration for all position openings. Therefore, it would be beneficial to us if you would complete the following information. This information will be kept confidential and will not be filed with or made a part of your application. Please check the appropriate items in each of the following categories:

Ethnic Background American Indian/tribe: _____ Asian or Islander
 Black Hispanic*
 White (Non-Hispanic) Other: _____

*Includes persons of Mexican, Puerto Rican, Latin American or other Hispanic origins.

Sex Female Male

Signature _____

EXHIBIT	EXHIBIT
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SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

Name (printed or typed) _____
Position

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

Sexual abuse of a minor Incest First-or second-degree murder Kidnapping Arson Sexual assault Sexual exploitation of a minor Felony offenses involving contributing to the delinquency of a minor Commercial sexual exploitation of a minor Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs Misdemeanor offenses involving the Possession or use of marijuana or dangerous drugs Burglary in the first degree Burglary in the second or third degree Aggravated or armed robbery Robbery A dangerous crime against children as defined in A.R.S 13-604.01 Child abuse Sexual conduct with a minor Manslaughter Assault or Aggravated assault Exploitation of minors involving drug Offenses
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Employee signature _____
Date signed

Subscribed, sworn to, and acknowledged before me by _____
 _____, this _____ day of _____, 20____,
 in _____ County, Arizona.

My Commission Expires

Notary Public



Window Rock Unified School District No. 8
Human Resource Department
P.O. Box 559
Fort Defiance, Arizona 86504

Phone: (928) 729-6702

Fax: (928) 729-7696

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION
AND RELEASE
WINDOW ROCK UNIFIED SCHOOL DISTRICT #8**

I _____ [applicant's name], have applied for employment with the School District to work as a _____ [job title]. I understand that in order for the School District to determine my eligibility, qualifications and suitability for employment, the School District will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employers and educational institutions I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation.

According to the Family Educational Rights and a Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

I waive _____ /do not waive _____ (initial only one) my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section § 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. I acknowledge that some employers are unwilling to provide factual written references to the employee, and that the School District will not further consider my application if it cannot complete its background investigation.

I waive _____ /do not waive _____ (initial only one) my right to receive a copy of any written communication furnished to the School District by any employer.

Whether or not I have waived my right to see or to receive copies of written references furnished to the School District by employers or educational institutions, 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 this School District to complete its background investigation.

A photocopy of facsimile ("fax") copy of this form that shows my signature shall be valid as an original.

DATED this _____ day of _____, 20____

Witness

Applicant



**Request for
Background Check**

Customer # 002423

Social Security Number - -	Date of Birth (Month/Day/Year - for identification purposes only) / /
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Full Name (First / Full Middle Name / Last)
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Other Names Used (maiden names, AKA names, etc.)

Current Residential Address

City	State	Zip Code
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List each CITY, STATE and ZIP CODE (if known) where you have lived during the past seven years:

City	State	Zip Code	From Date	To Date	
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Driver's License Number	State of Issue
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APPLICANT DO NOT WRITE IN THIS BOX – FOR EMPLOYER USE ONLY:

Your standard package will be automatically performed unless you specify otherwise below:	
<input type="checkbox"/> Perform selected services <i>in addition to</i> standard package <input type="checkbox"/> Perform selected services <i>in place of</i> standard package <input type="checkbox"/> 39-Month driving record <input type="checkbox"/> Social Security Address/Alias Trace <input type="checkbox"/> Additional County Criminal History Searches (check box next to addresses above)	<input type="checkbox"/> Educational Degree Verification <input type="checkbox"/> Personal/Prof. Reference Verification <input type="checkbox"/> Professional Licensure Verification <input type="checkbox"/> Previous Employment Verification
Phone 602-263-8033 or 1-877-263-8033	Fax orders to 602-274-3551

FCRA NOTICE AND ACKNOWLEDGMENT
IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT

NOTICE REGARDING BACKGROUND INVESTIGATION

Window Rock Unified School District No. 8 ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on my character, general reputation, personal characteristics and trustworthiness. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report.

The report will be generated by Universal Background Screening (4000 North Central Avenue, Suite 1000, Phoenix, AZ 85012, 1-877-263-8033) or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION (above) and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (separate document) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

Signature

Date

Printed Name

Social Security Number (SSN)