



FORT HUACHUCA ACCOMMODATION SCHOOLS

P. O Box 12954, Fort Huachuca, Arizona 85670 (520) 458-5082

Application for Non-Teaching Position

Date _____

Social Security No. _____

Name _____

Phone First _____ Middle _____ Last _____ Message Phone _____ (other name records may be forwarded under)

Permanent Address _____ City _____ State _____ Zip Code _____

Present Address _____ City _____ State _____ Zip Code _____

Are you a U.S. Citizen? _____ If NO, give Visa No. _____

Have you ever been convicted of a felony? No _____ Yes _____ (please give details) _____

The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and position applied for.

Have you ever resigned a position to prevent termination? No _____ Yes _____

Do you have any physical, mental or medical disabilities which would interfere with your ability to perform the job for which you have applied? No _____ Yes (please explain) _____

Earliest date you will be available _____

EDUCATIONAL PREPARATION	Location	Course	Graduated		Diploma or Degree
			Mo	Year	
High School					
College or University					
Other Training					

Previous Employment (last position first)

From	To	Name and Address of Employer	Rate of Pay	Position	Reason for Leaving

Professional and Personal References

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Have you any special skill, experience or qualifications? _____

Licenses or cards held (drivers, carpenter, plumber, etc.) _____

Circle position desired: Secretary Instructional Assistant Cafeteria Custodial Maintenance Bus Driver

Have you previously been employed by us? _____

Do you have any relatives working for Fort Huachuca Accommodation Schools? _____

Would you work full time? _____ Part Time (specify days and hours) _____

Experience

If applying for clerical/office employment, complete the following:

Do you have computer background _____ If yes, please describe _____

What computer programs are you efficient in? _____

List other machines or equipment you can operate _____

Describe any specialized language fluency not covered previously _____

General

If necessary, are you able to obtain a chauffeur's license? _____

(If necessary, can you obtain a health certificate? _____

Please include any additional information or comments which you feel would contribute to your being selected for a position with the Fort Huachuca Accommodation Schools _____

To the best of my knowledge, the information on this application is correct and complete. I agree to have any of the above statements checked by the district and release from all liability or responsibility all persons, corporations, schools or other organizations furnishing information. I understand misrepresentation of facts, or unsatisfactory references are cause for termination.

Signed _____ Date _____

This application will be kept on file in the District Administrative Office for one year.

THANK YOU FOR YOUR INTEREST IN THE DISTRICT

It is the policy of Fort Huachuca Accommodation Schools not to discriminate on the basis of sex, race, color, creed, age, handicap, political affiliation, material status or national origin in its educational programs, activities, or employment policies required by Federal Law.

