



# 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.

