



Navajo County Education Service Agency

Employment Application

Dear Applicant:

This application is only one part of a completed application packet for the Navajo County Education Service Agency (NCESA). A complete application packet will include: Introduction cover letter, Resume and the NCESA job application. Letters of reference are accepted and can be included with the application packet. A candidate's resume should showcase all applicable work history as it will be used to determine placement on the appropriate salary chart.

Please read the following instructions carefully before filling out your application.

ANY APPLICATION NOT PROPERLY COMPLETED WILL NOT BE ACCEPTED.

1. An application must be a legible photocopy, fax, or digital scan to be acceptable.
2. Application can be
 Faxed: 928-524-1748
 Mailed: Navajo County Education Service Agency
 Attention: Lannie Gillespie
 PO BOX 668
 Holbrook, AZ 86025
 Scanned copies can be emailed to: lannie.gillespie@navajocountyaz.gov
3. Answer all questions accurately and completely.
4. Sign and date application.
5. Item #25 Employment History: Do not write "SEE RESUME". A resume cannot be accepted in lieu of an application; however, your resume and other materials (i.e., transcripts, certificates, licensure, etc.) may be attached to the completed application form.
6. Applications are accepted all year and maintained on file for up to one year unless otherwise noted in posting.
7. All applications are accepted on a tentative basis subject to review of your employment history. If you do not meet the necessary requirements or your work history is not acceptable, you will not be considered for employment.
8. To inquire on the status of your application, please call (928) 524-2123

APPLICANT NOTIFICATION: Applications will be reviewed and those selected for interview or further testing will be notified by the hiring department in writing or by phone.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: **XXX-XX-**_____ Desired Salary: \$_____

Position Applied for: _____

Type of appointment you will accept:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Are you willing to travel if required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when? _____			
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

If yes, explain: _____

Drivers License: *state, license number, class, endorsement, expiration date:* _____

List all applicable Professional Certification/Licenses: *state, number, expiration date:* _____

Education

High School: _____ Address: _____

Did you graduate? YES ☐ NO ☐

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Occupation: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Occupation: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email: _____ Occupation: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO
Email: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Email: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Email: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____

Date: _____