



Navajo County Education Service Agency (NCESA)  
Mailing: P.O. Box 668 Physical: 100 E Code Talkers Drive.  
Holbrook, Arizona 86025  
928-524-4204 Telephone  
928-524-4209 Fax

<http://www.navajocountyaz.gov/schools/>

*Linda L. Morrow*  
Superintendent

*Tami Phillips*  
Chief Deputy

*Lannie Gillespie*  
Associate Superintendent

Dear Applicant:

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 email to be acceptable.
2. Application can be
  - Faxed: 928-524-4209
  - Mailed: Navajo County Education Service Agency  
Attention: Lannie Gillespie  
PO BOX 668  
Holbrook, AZ 86025
  - Emailed: [lannie.gillespie@navajocountyaz.gov](mailto:lannie.gillespie@navajocountyaz.gov)
3. Answer all questions accurately and completely.
4. Sign and date application.
5. Item #26 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) 524-4204

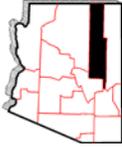
**APPLICANT NOTIFICATION:** Applications will be reviewed and those selected for interview or further testing will be notified by the hiring department in writing or by phone.

**THIS IS NOT A NAVAJO COUNTY POSITION.**

<b>NCESA Office USE ONLY</b>	DIVISION:	RECEIVED:
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**NAVAJO COUNTY SCHOOLS OFFICE EMPLOYMENT APPLICATION**

The Navajo County Schools Office is an Equal Opportunity Employer. Selection and employment of applicants is made on the basis of qualifications without regard to race, color, sex, religion, national origin, age, political affiliation, disability or veteran status.

	<p>NAVAJO COUNTY EDUCATION SERVICE AGENCY P.O. BOX 668 HOLBROOK, AZ 86025 PHONE (928) 524-4204~ FAX (928) 524-4209 WEBSITE: <a href="http://www.navajocountyaz.gov/schools/">http://www.navajocountyaz.gov/schools/</a></p>	
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<b>POSITION FOR WHICH YOU ARE APPLYING:</b>		
Title:		Salary Expected:

<b>PERSONAL INFORMATION:</b>	
1. Name: _____ (last) (first) (middle)	2. Social Security # : ____ / ____ / ____
3. Present Address: _____ (street) (city) (state/zip) (phone #)	
4. Mailing Address: (If different than above) _____ (street or PO Box) (city) (state/zip)	
5. E-mail Address: _____	

6. Are you at least 18 years of age? _____ Yes _____ No	7. Are you a U. S. Citizen or eligible to work in the U.S? _____ Yes _____ No
8. Have you even been convicted of a felony? _____ Yes _____ No If YES, explain _____ Convictions are evaluated in relation to a position and will not necessarily disqualify employment.	

<b>AVAILABILITY:</b> (Check all that apply)		
9. Type of Appointment you will accept: _____ Regular _____ Temporary _____ Full-Time _____ Part-Time	10. Shift Work: _____ Yes _____ No _____ Day _____ Evening _____ Night _____ Rotating	11. Date Available to Begin Employment: _____/_____/_____ Month Day Year

12. Have you been known to previous employers/schools/references by any other name? _____ Yes _____ No If YES, please provide name(s): _____
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13. Are you willing to travel if required? _____ Yes _____ No
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14. Are you presently working or have you previously worked for NCESA or any associated entities? _____ Yes _____ No If YES, give Dates, Title and Division: _____
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<b>15. Intentionally left blank.</b>
16. Are you in any way related (i.e., blood, marriage, adoption, etc.) to any individual presently employed by Navajo County Education Service Agency? _____ Yes _____ No If YES, give name and relationship _____

17. <b>DRIVERS LICENSE:</b> Indicate state where issued, class, any endorsements, license number, and expiration date: _____
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18. **OTHER LICENSES:** Indicate type and license, registration or certification number and the state where issued:

19. Have you been discharged or requested to resign or resigned in lieu of termination from any position for misconduct or unsatisfactory service in the last five (5) years? \_\_\_\_ Yes \_\_\_\_ No

**EDUCATION/TRAINING:**

20. Do you have a High School Diploma/GED? \_\_\_\_ Yes \_\_\_\_ No

21. If NO, what is the highest grade completed? \_\_\_\_\_

22. NAME OF SCHOOL AND LOCATION	CREDIT HOURS COMPLETED	MAJOR	DID YOU GRADUATE?	DEGREE AWARDED
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* COLLEGE OR UNIVERSITY			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* Business, Vocational, or Technical			YES <input type="checkbox"/> NO <input type="checkbox"/>	
* OTHER			YES <input type="checkbox"/> NO <input type="checkbox"/>	

23. List other training, certification, language proficiency (other than English) or skills you feel are important and relevant to the position for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24. Specify computer equipment, office machines, and software you can understand and years of experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Specify your experience within an educational environment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILITARY SERVICE:**

26. Branch of Service \_\_\_\_\_

Highest Rank Earned: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Date Separated: \_\_\_\_\_ Rank at Separation: \_\_\_\_\_

**Duties:** \_\_\_\_\_

\_\_\_\_\_

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27. **EMPLOYMENT HISTORY:** Beginning with your present or most recent position, list your work history for the past ten (10) years. Attach additional sheets if more space is needed. If more than one position has been held with the same employer, list each separately. Even if you submit a resume, you must still complete this section.  
Do not indicate "See Resume"

TYPE OF BUSINESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ (manufacturing, government, etc.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ EMPLOYMENT DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ENDING SALARY: \_\_\_\_\_ YR/ HR / WK FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you supervised others, show number & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ (manufacturing, government, etc.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ EMPLOYMENT DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ENDING SALARY: \_\_\_\_\_ YR/ HR / WK FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you supervised others, show number & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**CONTINUED NEXT PAGE**

TYPE OF BUSINESS:

EMPLOYER: \_\_\_\_\_ (manufacturing, government, etc.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ EMPLOYMENT DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ENDING SALARY: \_\_\_\_\_ YR/ HR / WK FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_

If you supervised others, show number & your title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

TYPE OF BUSINESS:

EMPLOYER: \_\_\_\_\_ (manufacturing, government, etc.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ EMPLOYMENT DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ENDING SALARY: \_\_\_\_\_ YR/ HR / WK FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you supervised others, show number & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

TYPE OF BUSINESS:

EMPLOYER: \_\_\_\_\_ (manufacturing, government, etc.) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ EMPLOYMENT DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

ENDING SALARY: \_\_\_\_\_ YR/ HR / WK FULL TIME: \_\_\_\_\_ PART TIME: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you supervised others, show number & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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28. **REFERENCES:** Please list names and addresses of three people, not relatives, who have direct knowledge of your professional experience.

NAME	ADDRESS	TELEPHONE NO./EMAIL	OCCUPATION

29. By signing below, I certify that the facts contained in this application are true and complete. I understand that any misrepresentation, falsification or willful omission shall be sufficient reason for dismissal or refusal of employment. I authorize the Navajo County Education Service Agency to verify the accuracy of all information contained in this application, resume, and/or attachments and any references and employers listed. By my signature, I release from liability the Navajo County Education Service Agency and its agents acting on its behalf for seeking, gathering and using such information as may be allowed by law and all other persons, employers, corporations or organizations for furnishing such information. I recognize that any and all inquiries made by the Navajo County Education Service Agency shall remain solely the property of that office. I further understand that if I am interviewed or selected as a finalist for a position with the Navajo County Education Service Agency, my application will be considered "public record" and may be subject to publication.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **NAVAJO COUNTY EDUCATION SERVICE AGENCY**

How did you learn about this position?

- |  |  |
|--|--|
| <input type="checkbox"/> Walk-In<br><input type="checkbox"/> County Employee<br><input type="checkbox"/> DES – Job Services<br><input type="checkbox"/> Radio: _____ | <input type="checkbox"/> Bulletin Board<br><input type="checkbox"/> Website<br><input type="checkbox"/> Newspaper<br><input type="checkbox"/> Other: _____ |
|--|--|

Newspaper:

- |   |   |
|---|---|
| <input type="checkbox"/> Holbrook Tribune<br><input type="checkbox"/> Navajo Times<br><input type="checkbox"/> The Arizona Republic | <input type="checkbox"/> White Mountain Independent<br><input type="checkbox"/> Navajo-Hopi Observer<br><input type="checkbox"/> Other: _____ |
|---|---|

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