



Navajo County Education Service Agency (NCESA)
Mailing: P.O. Box 668 Physical: 100 E Code Talkers Drive.
Holbrook, Arizona 86025
928-524-2123 Telephone
928-524-1748 Fax

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

Jalyn Gerlich
Superintendent

Nicole Arend
Business Manager

Lannie Gillespie
Associate Superintendent

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) 524-4204

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.

NAVAJO COUNTY EDUCATION SERVICE AGENCY OFFICE EMPLOYMENT APPLICATION

The Navajo County Education Service Agency 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.

| | | |
|---|--|---|
|  | NAVAJO COUNTY EDUCATION SERVICE AGENCY P.O. BOX 668 HOLBROOK, AZ 86025 PHONE (928) 524-2123~ FAX (928) 524-1748 WEBSITE: http://www.navajocountyez.gov/schools/ |  |
|---|--|---|

POSITION FOR WHICH YOU ARE APPLYING:

| | |
|--------------|------------------------|
| Title: _____ | Salary Expected: _____ |
|--------------|------------------------|

PERSONAL INFORMATION:

1. Name: _____ 2. Social Security # : _____ / _____ / _____
 (last) (first) (middle)

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.

AVAILABILITY: (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): _____

13. Are you willing to travel if required? _____ Yes _____ No

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: _____

15. 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 _____

16. **DRIVERS LICENSE:** Indicate state where issued, class, any endorsements, license number, and expiration date

17. **OTHER LICENSES:** Indicate type and license, registration or certification number and the state where issued:

18. 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:

19. Do you have a High School Diploma/GED?
 ___ Yes ___ No

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

| 20. 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"/> | |

21. 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.

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

23. Specify your experience within an educational environment: _____

MILITARY SERVICE:

24. Branch of Service _____

Highest Rank Earned: _____ Date Entered: _____

Date Separated: _____ Rank at Separation: _____

Duties: _____

25. **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: (manufacturing, government, school, etc.) _____

EMPLOYER: _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE/EMAIL: _____

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: _____

Can we contact this supervisor? If no please provide reason: _____

TYPE OF BUSINESS: (manufacturing, government, school, etc.) _____

EMPLOYER: _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE/EMAIL: _____

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: _____

Can we contact this supervisor? If no please provide reason: _____

TYPE OF BUSINESS: (manufacturing, government, school, etc.) _____

EMPLOYER: _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE/EMAIL: _____

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: _____

Can we contact this supervisor? If no please provide reason: _____

TYPE OF BUSINESS: (manufacturing, government, school, etc.) _____

EMPLOYER: _____

ADDRESS: _____
(street) (city) (state) (zip)

SUPERVISOR'S NAME/TITLE/PHONE/EMAIL: _____

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: _____

Can we contact this supervisor? If no please provide reason: _____

26. 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: _____

27. **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 |
|------|---------|---------------------|------------|
| | | | |
| | | | |
| | | | |

NAVAJO COUNTY EDUCATION SERVICE AGENCY (NCESA)

How did you learn about this position?

- | | |
|---|---|
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Online Job service: _____ |
| <input type="checkbox"/> NCESA or County Employee | <input type="checkbox"/> County Website |
| <input type="checkbox"/> DES – Job Services | <input type="checkbox"/> Written Publication: _____ |
| <input type="checkbox"/> Recruitment fair: _____ | <input type="checkbox"/> Other: _____ |