

**NORTHPOINT ACADEMY**

**551 FIRST STREET**

**PRESCOTT, AZ 86301**

**(928) 717-3272**

**Fax (928) 541-2294**

*Northpoint Academy is an equal opportunity employer*

**NON-TEACHING EMPLOYMENT APPLICATION**

Instructions: You may fill out most of this form using your word processor; however there is a section in the middle that we would like you to fill out with your own handwriting. We recommend that you fill out everything you can with your word processor then print it out and complete the form. Please fax, mail or drop off the form to our office.

**Position(s) applied for:** (List in order of preference)

1)

2)

3)

Name:

Address:

City:

State:

Zip:

Telephone: (    )

E-mail Address:

How long at above address?

Is the above address your permanent address? YES/NO

Please list any former names you may be using, or have used in the past:

Do you have a valid Arizona fingerprint clearance card? Yes/No

Do you have a valid fingerprint clearance in another state? Yes/No

Do you have a valid Arizona driver's license? Yes/No

**PLEASE PROVIDE EACH OF THE FOLLOWING IN ORDER TO ACTIVATE YOUR APPLICATION PROCESS:**

Resume

Copy of driver's license (required)

Copy of IVP fingerprint clearance card (if applicable\*)

Background check review(see last page of application)

\*parents of current students are exempt from this requirement, all other volunteers are required to complete a criminal history background check as described on the last page of this application.

**Professional Information-** (please answer in your own handwriting)

1. Describe your experience with Expeditionary Learning or a similar model as it relates to the position applying for-

2. Provide a brief example of tasks that you are capable of which are related to the position applying for-

3. In your own words, how will the position(s) you are applying for support the school?

4. Share one or more of your experiences in working with students, particularly of the grades/ages we serve.

5. How does your personality and attitude influence the culture of a school community?

6. Please be prepared to demonstrate your ability to read, manage, create a budget spreadsheet and utilize basic office equipment or other skills and abilities related to the position applying for. Are there other skills you wish to tell us about?

**Activities, Abilities and Honors**

List any activities that you would be interested in coaching, sponsoring or leading:

List any involvement in community activities:

List any honors received or relevant affiliations:

List any licenses or certifications you hold:

List any special skills or talents you can contribute to the community:

Anything else you would like us to know about you?

**References**

---

Please provide complete information on **THREE** references, including supervisors under whom you have worked. Select individuals who have direct knowledge of your character, personality, abilities, and professionalism.

**1. Name-**

Title/Position-

Mailing address-

Email address-

Telephone-

Years acquainted-

**2. Name-**

Title/Position-

Mailing address-

Email address-

Telephone-

Years acquainted-

**3. Name-**

Title/Position-

Mailing address-

Email address-

Telephone-

Years acquainted-

**High School/College/University Attended** (in reverse order)

Dates (Month & Year)  
Name of Institution  
Location  
Diploma/ Degree  
Date Graduated  
Major Field of Study

Dates (Month & Year)  
Name of Institution  
Location  
Diploma/ Degree  
Date Graduated  
Major Field of Study

**Employment Experience** (in reverse order)

Dates  
Employer  
City State  
Telephone Website  
Job Title  
Tasks  
Supervisor Name  
Supervisor Email Address

Dates  
Employer  
City State  
Telephone Website  
Job Title  
Tasks  
Supervisor Name  
Supervisor Email Address

Dates  
Employer  
City State  
Telephone Website  
Job Title  
Tasks  
Supervisor Name  
Supervisor Email Address

**“YES”** answers to the following six questions will not necessarily result in denial of employment. The school will consider all the circumstances, including the date and nature

of events which have led to the actions described below. Your written explanation will assist the school in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated, or expunged. If you answer "YES," you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

YES / NO. Explanation:

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES," you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination.

YES / NO. Explanation:

3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification, or other regulatory agency or body, public or private? If you answer "YES," you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, and the final disposition.

YES / NO. Explanation:

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES," you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

YES / NO. Explanation:

5. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01? YES / NO. If so, provide details below, including date of conviction, court where convicted, sentence imposed, and present status of conviction.

6. Do you have any physical defects which preclude you from performing certain kinds of work? YES / NO. If yes, an employment physical may be required.

Use this space for any additional comments or information:

By signing this application, I authorize you to request information concerning my education, training, experience, qualifications, and job performance from any former and/or current employer of mine, and I specifically waive any right I have under ARS 23-1361.B or otherwise to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine.

**READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION**

Every answer I have provided on this application is both complete and truthful. I understand and agree that:

- (1) If any information is omitted from or not filled in on this application, or if any false information is furnished, the school will reject my application;
- (2) If any false information is furnished, I will be ineligible for any future consideration for volunteering or employment and may be subject to criminal prosecution; and
- (3) If I volunteer with or am employed by the school, I may be dismissed from service, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.
- (4) All non-instructional personnel and volunteers who are employed by, or provide regular service to the school and who are not the parent or guardian of a student who attends Northpoint Expeditionary Learning Academy shall be fingerprinted for a criminal history check as a condition of employment or service using an identity verified fingerprint process. This includes contractors, subcontractors, vendors and their employees as per ARS 15-512. Criminal history information is only to be used for the specific purpose for which it is requested (employment/service). The school requires the fingerprint-based criminal history record checks for paid and unpaid personnel under the authorization of Arizona Revised Statutes 15-512. The costs of this requirement are solely the responsibility of the employee. The fingerprints will be used to check the criminal history records of the FBI. The person being fingerprinted will be allowed 30 days to complete, review and challenge the accuracy of the criminal history record. The appeals process will be completed within 30 days. Applicants may obtain a copy of the FBI record as per the information to be found at [www.fbi.gov](http://www.fbi.gov) and follow the procedures found therein. An applicant may view and discuss the FBI report with authorized staff, but may NOT receive a copy of the report. Criminal history information is not public record and cannot be copied, emailed, sent electronically, faxed or discussed with anyone besides authorized staff. No policy, procedure or protocol herein will undermine or conflict with any statute or guideline of Arizona Department of Education or Arizona State Charter School Board

Signature of Applicant

Date

3/28/2022