

**CONSENT TO CONDUCT A BACKGROUND INVESTIGATION AND RELEASE**

**Casa Blanca Community School, Inc.**

**I, \_\_\_\_\_ [applicant’s name], have applied for employment with Casa Blanca Community School, Inc. I understand that in order for Casa Blanca Community School, Inc. to determine my eligibility, qualifications, and suitability for employment, Casa Blanca Community School, Inc. will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reasons for not rehiring (if applicable) and similar information.**

**I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation. I acknowledge that some employers are unwilling to provide factual written references concerning a current or past employee unless they may do so confidentially, without revealing the references to the employee, and that Casa Blanca Community School, Inc. will not further consider my application if it cannot complete its background investigation.**

**I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that furnishes written or oral references requested by Casa Blanca Community School, Inc. to complete its background investigation. A photocopy or facsimile (fax) copy of this Consent to Conduct a Background Investigation and Release that shows my signature shall be as valid as the original.**

**DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**(Applicant Signature)**

\_\_\_\_\_  
**(Other names used by applicant)**

**APPLICANT’S STATEMENT:**

**Under penalty of prosecution and dismissal, I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, omission of any facts, or areas not filled in or attached as required in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery. I may also be criminally prosecuted, and if certified or licenses, my certificate or license may be revoked if it is determined that I have furnished false information on this application.**

**I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Casa Blanca Community School, Inc. (hereinafter referred to as “CBCS”) that such employment with CBCS is at will, for no specified duration and may be terminated by either CBCS or myself at any time, with or without cause or notice. I understand that no representative of CBCS except the Superintendent has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Superintendent of CBCS.**

**In consideration for employment with CBCS, if employed, I agree to conform to the rules, regulations, policies and procedures of CBCS at all times and understand that such obedience is a condition of employment. I understand that due to the nature of CBCS business, attendance and punctuality are considered essential requirements of every job at CBCS and that poor attendance or tardiness will result in disciplinary action.**

**If offered a position with CBCS, I understand I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.**

**I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to CBCS and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.**

**I understand that I will be required to submit fingerprints for a background check. I understand that my employment is not finalized until the background investigation has been completed and the Board of Trustees has officially approved my employment.**

**I understand that this application is considered current for one year. If I wish to be considered for employment after this period I must fill out and submit a new application.**

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Name and phone number of person completing this application form if other than applicant:**

\_\_\_\_\_

**Conviction Report:** Because of the responsibility Casa Blanca Community School, Inc. has to its students and the community, the following information is needed from all applicants and employees regarding convictions\*. A record of conviction does not necessarily disqualify an applicant from consideration; however failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Superintendent's Office. Please read carefully and answer every question.

**Other names used:** \_\_\_\_\_

**Have you ever been convicted of, or are you awaiting trial for a felony charge?** [ ] Yes [ ] No

**Have you ever been convicted of a sex or drug related offense?** [ ] Yes [ ] No

**Have you ever admitted to, been arrested for, charged with, awaiting trial for, or been convicted of a dangerous crime against children?** [ ] Yes [ ] No

*\*If you answered YES to any of the questions above, attach supplemental written information.*

Please note the following requirements and information for employment with Casa Blanca Community School, Inc. (hereinafter referred to as "CBCS"). If you wish to be employed, the information listed below about the hiring process and employment will be applicable. Your agreement with the policies and procedures stated here will be confirmed if you fill out an employment application form. If you disagree with the policies and procedures listed below, you should not fill out an employment form and should not seek a job with CBCS.

- 1. Driving Record.** Since employees may use CBCS vehicles and/or their own vehicle in pursuit of CBCS business, one of the concerns of CBCS involves an individual's driving record. Therefore, the applicant's driving record may be checked. Likewise, an employee's driving record may be periodically reviewed.
- 2. At-Will Employment.** An employee can terminate his/her employment with CBCS at any time and for any reason. Similarly, CBCS can terminate the employee at any time and for any reason. At-will status cannot be changed by any oral or written statements by any supervisor or manager.
- 3. Sexual Harassment.** Sexual harassment includes any unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment (including jokes, comments, touching, etc.) will not be tolerated and will be grounds for immediate termination.
- 4. Use of E-Mail.** The computer and word processing systems at CBCS, including E-mail, are for business purposes only. Games, personal communication and other non-work use are not permitted except upon express permission in advance. E-mail is considered stored electronic communications and is property of CBCS. No employee can expect to have any E-mail or other computer transmission privacy. CBCS retains the right to inspect messages transmitted over the system.
- 5. Policies and Rules.** CBCS utilizes basic common-sense rules, standards, guidelines and practices in its day-to-day work requirements and employment. Both written and unwritten standards of employment and job performance are in effect. The rules, standards, guidelines and practices (often times referred to as "policies") may be amended or rescinded from time to time at the discretion of CBCS. These "policies" are not intended to and do not constitute any contractual relationship.
- 6. Property Inspection.** CBCS property and premises include lockers, closets or other receptacles storing personal property. CBCS reserves the right to inspect or search its property in the event grounds exist for such inspection or search. Grounds may include questions, suspicions or investigation of theft or missing property (CBCS or otherwise), possession of alcoholic beverages or illicit drugs, and/or possession of dangerous weapons.
- 8. Drug/Alcohol Testing.** In order to assure a drug-free work environment, CBCS prohibits the use, sale, transfer, being under the influence and/or reporting to work after using or ingesting illicit drugs (including alcohol). Initial drug screenings are conducted, and random testing of employees is done.

**ADDITIONAL INFORMATION:**

Do you have a valid driver's license? (*For driving positions only*)     Yes     No

Please summarize special job-related skills, apprenticeships, training, and any other qualifications acquired from employment or from other experience.

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Please list any valid licenses, trade cards, memberships that you currently hold which may be applicable to the position(s) for which you are applying: \_\_\_\_\_

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Please list valid certificates you possess:

State	Areas	Expiration Date

- Attach a copy of your valid certificate(s), as they must accompany this application.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**  
 Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the position for which you have applied?     Yes     No

Give names and complete addresses of three (3) references who are familiar with your personality, character, and work habits. (Do not list persons who are related to you or previous supervisors.)

Name _____ Address _____ _____	Phone (____) _____ Occupation _____ _____	Dates Known From _____ To _____
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Name _____ Address _____ _____	Phone (____) _____ Occupation _____ _____	Dates Known From _____ To _____
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Name _____ Address _____ _____	Phone (____) _____ Occupation _____ _____	Dates Known From _____ To _____
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**EMPLOYMENT EXPERIENCE: (continued)**

<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
<b>Reason for Leaving</b>		

<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
<b>Reason for Leaving</b>		

<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
<b>Reason for Leaving</b>		

**If you need additional space, please continue on a separate piece of paper and attach.**

## EMPLOYMENT EXPERIENCE:

List complete work experience. Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment, attach another sheet if necessary. (Previous salaries or wages will not be used to determine compensation at Casa Blanca Community School, Inc.)

<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
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<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
<b>Reason for Leaving</b>		

<b>Employer</b>	<b>Employment Dates</b> From      To	<b>Major Job Duties</b>
<b>Address</b> _____ #                  Mailing Address		
_____		
City                  State                  Zip		
<b>Phone</b>	<b>Hours worked</b> <b>per week</b>	
<b>Job Title</b>		
<b>Supervisor</b>	<b>Hourly Rate/Salary</b> <b>Starting      Final</b>	
<b>Reason for Leaving</b>		

**EDUCATION AND TRAINING:**

School Name	Address of School	Course of Study	Years Completed	Diploma/Degree Awarded
High School				
Undergraduate College				
Graduate Professional				
Other				

-- Copies of official transcripts must accompany this application for post-high school or GED education. You will be required to provide official transcripts in the event that you are employed.

Indicate any languages other than English that you can speak, read, and/or write.

	Fluent	Good	Fair	Understand
Speak				
Read				
Write				

Please list any awards, citations, or professional, trade, business or civic activities and offices held. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status) \_\_\_\_\_

Have you received any job related training in the United States Military?  Yes  No  
Please give dates and explanation: \_\_\_\_\_

Have you ever had any kind of license or certificate 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?  
 No  Yes, explanation: \_\_\_\_\_

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body or by your current or any previous employer?  No  Yes, explanation: \_\_\_\_\_

# EMPLOYMENT APPLICATION



**Casa Blanca Community School, Inc.**  
**P.O. Box 10940**  
**Bapchule, AZ 85221-0940**

Casa Blanca Community School, Inc., considers all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws. However, as a Tribally-Controlled School under P.L. 100-297, we do offer preference to qualified enrolled Native Americans and to qualified veterans.

**Instructions: Please type or print neatly in ink. This application must be filled out completely. DO NOT write "See Resume" on any part of the application.**

<b>POSITION(s) APPLIED FOR:</b> _____			<b>DATE:</b> _____	
<b>NAME:</b> _____				
Last		First		Middle
<b>Address:</b> _____				
Street – Apt. # or Mailing Address		City	State	Zip
( )	( )	( )	( )	( )
Area Code	Home Phone	Area Code	Work/Message Phone	
<b>Social Security Number:</b> _____		<b>Tribe:</b> _____	<b>Census Number:</b> _____	
<b>Branch of Military:</b> _____		<b>Dates Served:</b> _____	<b>Type of Discharge:</b> _____	

Are you related to any Casa Blanca Community School, Inc. Employee or School Board Member?

No  Yes If yes, Name: \_\_\_\_\_ Relationship to you \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, give date: \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ If yes, give dates: \_\_\_\_\_

How did you hear about us?  Newspaper Ad  Friend  Walk-in  Internet  Relative  
 Employment Agency  Career Placement  Other \_\_\_\_\_

Are you over the age of 18 years?  Yes  No  
(If no, you may be required to provide authorization)

Are you legally eligible to work in the United States?  Yes  No  
(Proof of eligibility will be required upon offer of employment)

Are you currently employed?  No  Yes If yes, may we contact them?  Yes  No

Date available for work: \_\_\_\_\_  Full-time  Part-time  Temporary

Have you ever been fired or asked to resign from a job?  No  Yes, explain: \_\_\_\_\_