



Mexicayotl Academy

667 N. 7th Ave.
Tucson, AZ 85705

Phone (520) 624-4018
Fax (520) 624-0637

POSITION(S) DESIRED:

Please specify which campus you are applying for _____ Tucson _____ Nogales

NAME (Last, First, Middle):

PRESENT ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NUMBER WITH AREA CODE:

E-MAIL ADDRESS:

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____
2. _____
3. _____

CERTIFICATION

LIST ALL AREAS IN WHICH YOU HOLD VALID ARIZONA AND/OR OUT-OF STATE TEACHING CERTIFICATES.

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

ARE YOU CONSIDERED A HIGHLY QUALIFIED TEACHER _____ YES _____ NO
Highly qualified is defined as having teacher certification, having passed the AEPA in your required field, or holding and advanced degree in required field.

DATE AVAILABLE FOR EMPLOYMENT:

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST? _____ YES _____ NO

LONG-TERM _____ YES _____ NO SHORT TERM _____ YES _____ NO

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION	LOCATION	MAJOR/MINOR	DIPLOMAS, DEGREES, OR CREDITS EARNED	AWARDS OR HONORS RECEIVED
HIGH SCHOOL					
COLLEGE/UNIVERSITY					
COLLEGE/UNIVERSITY					
GRADUATE STUDY					

EXPERIENCE (PRESENT OR MOST RECENT FIRST)

	DATES	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM			
TO			
		(AREA CODE) TELEPHONE:	
WORK PERFORMED:		REASON FOR LEAVING	
NAME AND TITLE OF SUPERVISOR:		FINAL YEARLY SALARY:	

	DATES	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM			
TO			
		(AREA CODE) TELEPHONE:	
WORK PERFORMED:		REASON FOR LEAVING	

	DATES	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM			
TO			
		(AREA CODE) TELEPHONE:	
WORK PERFORMED:		REASON FOR LEAVING	

NAME AND TITLE OF SUPERVISOR:	FINAL YEARLY SALARY:
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PLEASE LIST ANY ACTIVITIES OR SPECIAL SKILLS THAT WOULD QUALIFY YOU TO SUPERVISE OR COACH A CLUB OR AFTER SCHOOL ACTIVITY:

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If you have not been previously employed in a teaching position please complete the following:

STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1.COLLEGE SUPERVISOR 2.COOPERATING TEACHER

STUDENT TEACHING REFERENCES:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher (if applicable).

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal of the two most recent schools in which employed.

NAME	POSITION	TELEPHONE	MAY WE CONTACT THEM?

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that Yes No
you would be fired?

Have you ever been professionally disciplined in any state? Yes No
Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Are you subject to any visa or immigration status, which would affect Yes No
your employment?

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation in the box below.

Each applicant must submit with his/her employment application:

1. Resume
2. 2 recent letters of professional recommendation
3. Letters verifying previous teaching experience (if applicable)
4. Essay

Upon hire each applicant shall provide:

1. A photocopy of your current Arizona Certification, or official transcripts
2. A photocopy of your current Fingerprint Clearance Card
3. A photocopy of a current driver's license or identification card

ESSAYS

Please respond to the following essay questions in the box below. Your essay answers may not exceed two pages and should be written first person.

We are interested in your ability to organize and express thoughts on a specific topics in a succinct manner. Please write about the following and write an essay in the space provided on this page.

1. The most important qualities of an outstanding educator.
2. My philosophy of student discipline.
3. What best teaching practices have you or do you plan to incorporate into your daily teaching.
4. How information technology (i.e., computers, document cameras) can be integrated into the instructional process and curriculum.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essays. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Mexicayotl Academy may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date _____ Signature of Candidate _____

Mexicayotl school district shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

**Please submit your completed application to the following
e-mail address or deliver it to our school campus:
mexicayotlapplication@mexicayotlacademytucson.com**