



Phoenix Union High School District APPLICATION FOR GUEST TEACHER POSITION

4502 North Central Avenue • Phoenix, Arizona 85012 • (602) 764-1545 • www.phoenixunion.org
An Equal Opportunity Employer

Dear Applicant:

We appreciate your interest in becoming a Guest Teacher in the Phoenix Union High School District. Please follow the necessary steps listed below to expedite your application:

1. Complete all forms and give complete answers to questions in the packet. Do not forget your references and phone numbers.
2. Attach three letters of reference to your application. Letters should be dated within the past two years.
3. Bring your current Arizona Substitute or Arizona Teaching Certificate and Fingerprint Clearance Card. If you are applying to be a replacement nurse, please bring your Nursing License or EMT License, and CPR card.
4. Incomplete applications will not be accepted.
5. Return your completed application to Human Resources.

Salary:

- Daily pay for a guest teacher shall be \$95.00.
- Substituting for 5 class periods at the same school constitutes a full day.
- Salary will be \$47.50 per day if less than 3 class periods are covered or less than two full blocks at block scheduled schools.
- Daily pay for a guest teacher on the 21st day, and all subsequent days, of the same assignment (Open End Contract) shall be \$105.00. This rate shall be retroactive to include the preceding 20 days of guest teaching as well.

Thank you for your interest in the Phoenix Union High School District.

Sincerely,

Laura Telles
Executive Director, Talent

CONTACT INFORMATION

Please Type or Print

Date: _____

Name: _____ Last 4 of Social Security #: _____
Last First Middle (or Initial)

Address: _____
Street City State Zip

Permanent Phone Number: _____ Present Phone Number: _____

If you are not native born or a naturalized U.S. citizen, do you possess an Alien Registration Card? Yes No

Do you have a current Arizona Substitute Certificate? Yes No Expiration Date: _____

Major _____ Minor _____

Do you have a current Arizona Secondary Teaching Certificate? Yes No Expiration Date: _____

Areas/Subjects Endorsement(s): _____

EDUCATIONAL PREPARATION

NAME OF SCHOOL	LOCATION	MAJOR	GRADUATED (MO./YR.)	DIPLOMA/ DEGREE
High School:				
College/University:				
Technical:				
Student Teaching:				

PREVIOUS EMPLOYER OR TEACHING EXPERIENCE

(Full-time, contracted teaching in a recognized educational institution.)

NAME OF SCHOOL/BUSINESS <i>Please provide name of supervisor so that we may contact them.</i>	PHONE # & AREA CODE	LOCATION	GRADE OR SUBJECT/JOB TITLE	DATES EMPLOYED	REASON FOR LEAVING

Are you a Phoenix Union High School District retiree? Yes No

If you were previously employed by the Phoenix Union High School District, did you leave under an incentive program? Yes No

To satisfy the requirements of A.R.S. 38-766.01, and to retain my eligibility to receive retirement benefits from the Arizona State Retirement System (ASRS) following my return to employment following a qualified retirement, by my signature below I affirm my awareness and acceptance of the following provisions:

1. I have attained a normal retirement age as defined by the ASRS.
2. I am returning to greater than half (1/2) time employment not sooner than twelve (12) months following my termination of full time employment for the purpose of retirement.
3. If I return to work as a certificated teacher, my employment is not subject to the requirements prescribed in A.R.S. 15-538, 15-538.01, and 15-539 through 15-543.

Signature

Date

BACKGROUND INFORMATION

The District is asking the following questions because of its concern for the health, safety and welfare of the students. The fact that you may answer "yes" to some of these questions or if you are unable to certify the criminal offenses certification will not automatically disqualify you from consideration for a position with the District. . You are urged to provide a complete explanation so that the matter can be evaluated in the proper context. *Answer these questions truthfully. If any of the boxes are marked "YES" please attach a letter of explanation.*

	YES	NO
Have you been asked to resign from a position?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dismissed from a position?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever resigned rather than face disciplinary action and/or non-renewal in any previous employment?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime other than a traffic violation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a criminal conviction that has been expunged from your record or lost your civil rights and had them restored?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever received counseling for drug or alcohol addiction or sexual abuse of children or others?	<input type="checkbox"/>	<input type="checkbox"/>

Reason for leaving current position: _____

INFORMATION ON GUEST TEACHER EMPLOYMENT

The following information is provided to assist you in understanding the conditions of temporary/substitute teacher employment in the Phoenix Union High School District.

1. You are covered by Industrial Commission Insurance should you be injured while at work.
2. You are paid only for the hours you actually work unless you are a guest teacher. Guest teachers are paid either for one full day or one-half day based on the following:
 - a. You are paid for one full day if you: 1) teach three or more classes; or 2) teach two classes which are separated by more than one free period.
 - b. You are paid for one-half day if you 1) teach one class or two consecutive classes; or 2) teach two classes separated by one period only.
3. Paydays are every second Friday. Pay requests are processed after the work has been completed; therefore, one full pay period (two weeks) or portion thereof, depending on the starting date, will be withheld and pay for this work will not be received until the next pay period. Two full weeks are required to process all payrolls before payment.
4. You do not receive or accrue any benefits nor pay for any holidays observed by the Phoenix Union High School District.
5. Your employment will be terminated when the employee for whom you are substitute teaching returns to work, or when the need for temporary help ends. For this reason your employment may terminate without advance notice.

We appreciate your assistance to the Phoenix Union High School District as a temporary/guest teacher employee.

Signature of Applicant _____ Date _____

PROFESSIONAL REFERENCE

If you are registered with a College Placement Office and your folder is up-to-date, please have it sent to: Phoenix Union High School District, Center for Educational Services, Human Resources Office, 4502 North Central Avenue, Phoenix, AZ 85012. Your Placement File should contain at least three letters of recommendation pertaining to your teaching ability and/or from professors familiar with your educational training and ability to work with others.

If you are **NOT** registered with a College Placement Office and have teaching experience, please provide three letters of recommendation pertaining to your teaching ability to the Human Resources Office. If you have no teaching experience, please provide three letters of recommendation from education professors, college supervisors, or others who are familiar with your education, professional training and ability to work with others.

In addition, please list below four professional references.

Name	Telephone Number	Position/Title	Email Address

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I, _____ [applicant's name], have applied for employment with the Phoenix Union High School District to work as a Substitute/Guest Teacher. I understand that in order for the School District to determine my eligibility, qualifications, and suitability for employment, the School District will conduct a background investigation to determine if I am to be considered for an offer of employment. This investigation may include asking my current employer, any former employer, and any 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.

According to the Family Educational Rights and Privacy Act, I understand that I have a right to see most education records that are maintained by any educational institution.

In light of the preceding paragraph, I waive my right to see any written reference or other information provided to the School District by any educational institution.

According to Arizona Revised Statutes Section 23-1361, any employer that provides a written communication to the School District regarding my current or past employment must send me a copy at my last known address. 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 the School District will not further consider my application if it cannot complete its background investigation.

In light of the preceding paragraph, I waive my right to receive a copy of any written communication furnished to the School District by any employer.

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 in good faith furnishes written or oral references requested by this School District to complete its background investigation.

A photocopy or facsimile ("fax") copy of this form that shows my signature shall be as valid as an original.

DATED this _____ day of _____, 20__.

Witness

Applicant

PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS

Name

Position

I, _____, being duly sworn, do hereby certify that I have never been convicted of or admitted in open court or pursuant to a plea agreement committing, and am not now awaiting trial for committing, any of the following criminal offenses in the state of Arizona or similar offenses in any other jurisdiction:

Sexual abuse of a minor	Assault or Aggravated assault
Driving or aggravated driving under the influence of intoxicating liquor or drugs.	Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs
First- or second-degree murder	A dangerous crime against children as defined in A.R.S. 13604.01
Incest	Manslaughter
Kidnapping	Burglary in the first degree
Arson	Burglary in the second or third degree
Sexual assault	Aggravated or armed robbery
Sexual exploitation of a minor	Robbery
Felony offenses involving contributing to the delinquency of a minor	Misdemeanor offenses involving the Possession or use of marijuana or dangerous drugs
Commercial sexual exploitation of a minor	Child abuse
Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs	Sexual conduct with a minor
	Exploitation of minors involving drug offenses
	Theft
Offenses involving domestic violence	Molestation of a child

Employee Signature

Date

Subscribed, sworn to, and acknowledged before me by _____

This _____ day of _____, 20_____

My Commission Expires

Notary Public

GUEST TEACHER SCREENER QUESTIONS

Name _____ Date _____

1. What are your three (3) most important reasons for wanting to be a guest teacher?

2. What three (3) things do you most want to know about your students?

3. What four (4) components do you believe you must include in your plans?
