

MOHAVE EDUCATIONAL SERVICES COOPERATIVE, INC.
625 EAST BEALE STREET, KINGMAN, AZ 86401
(928) 753-6945 PHONE * (928) 718-3232 FAX
www.mesc.org

APPLICATION FOR EMPLOYMENT

Mohave Educational Services Cooperative, Inc. is an equal opportunity employer with a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Your interest in employment with Mohave is appreciated. The information below has been prepared to assist you with the application process.

Procedures: You must submit a complete application to Mohave by the close of business on the deadline date given in the job announcement. You are responsible for ensuring that if you mail or fax an application, and/or any changes to a previously submitted application, that Mohave receives them by the close of business on the deadline date. An original signature is required for all applications. This application and all attached documents become official records of Mohave and cannot be returned. Please copy your records prior to submitting them to Mohave.

A resume shall be attached to supplement the application. Do not use a resume in lieu of filling in the information requested in the application.

Record of Criminal Conviction: Having a record of criminal conviction will not necessarily disqualify you from employment.

Minimum Requirements: The job announcement and/or position description describe the requirements for the position. Review those requirements before you apply. You are responsible for ensuring that compliance with the minimum requirements is reflected in your application. Applicants who successfully document compliance with the minimum requirements on their applications are still not guaranteed further consideration for a job interview. Additional screening by Mohave is required. All information submitted in or with your application is subject to review and verification.

Qualifying Education and Experience: Include all education and experience that you feel qualifies you for the position for which you have applied. You **must** include your most recent employer, supervisor name and phone number. Unpaid or volunteer experience does count. In order to receive credit for experience, you must list dates and types of experience.

Before placement in a position with Mohave, the following may be performed:

- Background check
- I-9 process to confirm your identity and eligibility to work in the United States
- Applicant will declare any DES wage withholding information
- Other processes to comply with any other federal and state requirements

Rev. 02/18/2022, ASM

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Date _____

I. Position Applied For

For what position or type of position are you submitting this application?

II. Personal Information

Name

Last First Middle

Current Address

Street City State Zip Code

Previous Address

Street City State Zip Code

Telephone Number _____ Message Number _____

Languages other than English (Please list the language(s) and check the manner of use.)

| Language | Read | Speak | Understand | Write |
|----------|------|-------|------------|-------|
| | | | | |
| | | | | |
| | | | | |

Are you a former Mohave employee? Yes ☐ No ☐

If Yes, provide the position(s) and date(s) of employment _____

Have you ever been dismissed from a position? Yes ☐ No ☐

If Yes, explain _____

Have you ever been asked to resign from a position? Yes ☐ No ☐

If Yes, explain _____

Are you eligible to work in the United States? Yes ☐ No ☐

Are you under 18 years of age? Yes ☐ No ☐

Do you possess a valid driver's license? Yes ☐ No ☐

List other first or last names you have used. _____

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III. Education and Training

| School | Name/Location | Graduated | Field of Study | Degree/Certificate/ Credit Hours Earned |
|--------------------|---------------|--|----------------|---|
| High School | | Yes <input type="checkbox"/> No <input type="checkbox"/> | ----- | ----- |
| College/University | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| College/University | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Other | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Other | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

List any additional skills, knowledge or experience you have acquired and would like considered in assessing your qualifications for this position (i.e., volunteer work, family business, training, etc.).

IV. Employment

Begin with most recent employer. Include all employment for the last five years. Provide all requested information. Do not state "Refer to resume."

| | |
|-------------------|--|
| Company Name: | Phone: |
| Address: | City/State/Zip: |
| Supervisor: | May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Position Held: | Employed from: to |
| Duties Performed: | |
| Company Name: | Phone: |
| Address: | City/State/Zip: |
| Supervisor: | May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Position Held: | Employed from: to |
| Duties Performed: | |
| Company Name: | Phone: |
| Address: | City/State/Zip: |
| Supervisor: | May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Position Held: | Employed from: to |
| Duties Performed: | |
| Company Name: | Phone: |
| Address: | City/State/Zip: |
| Supervisor: | May we contact: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Position Held: | Employed from: to |
| Duties Performed: | |

Use a separate sheet to list additional employers, if necessary.

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V. Personal References

Provide names and complete contact information for three references who are familiar with your personality, character and/or work habits.

| Name | Years Known | Occupation | Address | City | State | Phone |
|------|-------------|------------|---------|------|-------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

VI. Statement and Signature

Under penalty of criminal prosecution and dismissal, I hereby certify that the information in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application, or if I have been employed, for immediate termination of my employment.

I understand that if I am considered for an offer of employment, Mohave may conduct a background investigation to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed.

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 Mohave to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. **Furthermore, I understand that I have no right of access to any materials submitted and information gathered by Mohave during the application process and that such materials and information are considered the sole property of Mohave Educational Services Cooperative, Inc.**

Signature

Date