

  <b>GOVERNING BOARD POLICY</b>	<b>POLICY TITLE:</b>  Application for Position
	<b>POLICY CODE: GCAA</b>

Application for employment in the Tucson Unified School District shall be submitted electronically through the TUSD website. A personal interview is required of all applicants as prerequisite to employment.

It shall be the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials shall be cause for dismissal or refusal to employ. For example, criminal checks will be made by the Human Resources Department to verify responses to the criminal conviction section of the application form.

Tucson Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in employment decisions.

Tucson Unified School District processes requests for reasonable accommodations in the application process in a prompt, fair and efficient manner. This site provides additional information [Tucson Unified School District - Employment](#).

**Employment References and Verification of Employment**

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The District and its employees shall act in good faith when providing employment references and verification of employment for current and former employees. Employment references shall consist of dates of employment and positions held, and the existence and contents of any termination letter in the former employee's file for conduct that mandated a report to the State Board of Education and/or law enforcement. Other information regarding the employee contained in the records of the district, including salary, discipline, or evaluation shall be provided only upon receipt of the individual's express written authorization and waiver and consent, if the former employee signed a separation agreement acknowledging that such information may be disclosed in an employment reference, or as required by law, including, but not limited to, the Arizona Public Records Law (A.R.S. §§ -39-101 to -161). In accordance with A.R.S. § 23-1361, a copy of any written communication regarding employment must be sent by the employer providing the information to the former employee's last known address.

The Superintendent shall develop and promulgate administrative procedures consistent with this Policy.

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Adopted: September 17, 1985  
Revised: February 2, 1988  
Revised: September 9, 2008 (numeric to letter format only)  
Revised: October 23, 2012  
Review: \_\_\_\_\_

**LEGAL REF.:**  
**CROSS REF:**

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