TUCSON UNIFIED SCHOOL DISTRICT	**POLICY TITLE:** Application for Position
GOVERNING BOARD POLICY	**POLICY CODE: GCAA**

Application for Employment	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.
Falsification of Application	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.
Notice of Non-discrimination	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 website provides additional information Tucson Unified School District - Employment.
Employment References and Verification of Employment	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, eligibility for rehire status in accordance with Policy GBQ, 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.

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

Adopted: September 17, 1985
Revised: February 2, 1988
Revised: September 9, 2008 (numeric to letter format only)
Revised: October 23, 2012
Revised: August 27, 2019
Revised: October 2, 2019

LEGAL REF.:

A.R.S. §§:

23-1361 Blacklist; definitions; exceptions; privileged communications; immunity
39-101 - 39-161 Public Records

CROSS REF:

AC – Non-Discrimination
GBQ – Eligibility for Rehire
GBJ – Personnel Records and Files