

Animas Public Schools
Employment Application

ANIMAS PUBLIC SCHOOLS
P.O. Box 85
Animas, NM 88020
Telephone (575) 548-2299
Fax (575) 548-2388

AN APPLICATION WILL BE CONSIDERED ONLY IF IT IS COMPLETE WITH THE FOLLOWING INFORMATION.

Preliminary screening will be made on basis of information contained in the application form, resume and other credentials as supplied.

1. Complete application and all attachments thereto.
2. Letter of Application
3. Copies of Current College Transcripts (Official required upon employment)
4. SIGNED AUTHORIZATION FOR REFERENCE/INVESTIGATION COLLECTION.
5. Copy of your professional license or proof of eligibility.
6. Return with your application packet the **notarized and signed CRIMINAL HISTORY AFFIDAVIT AND AGREEMENT, AUTHORIZATION, WAIVER AND RELEASE FORM.** *If this document is submitted electronically the transmittal of the document shall serve as verification that the information submitted is accurate. Upon being offered employment the documents will be notarized.*
7. Three letters of recommendation.
8. Have letters of reference and recommendation sent to: **SUPERINTENDENT PO Box 85, Animas, NM 88020**
9. Attach a current personal resume.
10. Attach any other information you feel will enhance your application.
11. I hereby authorize the Animas Public School District to obtain information related to employment. I understand the information is only for the use of the employer to whom it is mailed and not to be transferred to any other party.
12. I further hereby grant my permission to contact the references contained herein and any other references that the employer deems to be appropriate. I further grant permission to conduct a comprehensive investigation of my employment record, workers compensation record and personal background with previous employers, references, law enforcement agencies and child protective services units.

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Position Preference

<input type="checkbox"/> Teaching- Elementary <input type="checkbox"/> Teaching- Secondary <input type="checkbox"/> Teaching- Substitute	<input type="checkbox"/> Administrative Position:	<input type="checkbox"/> Non-Teaching Position:
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Personal Information

Last Name	First Name	Middle
Present Mailing Address:		Phone
Street No. or PO Box		() Area Code Telephone Number
City		
State, ZIP		
Permanent Mailing Address:		Phone
Street No. or PO Box		() Area Code Telephone Number
City		
State, ZIP		
Social Security Number - - Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes, if so explain on a separate sheet of paper.
List all NM Teaching Licenses you hold or are eligible for.		List all NM Teaching Endorsements you hold or are eligible for.
If you do not hold a New Mexico License for the position you are applying for have you applied for one? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever had a license issued by a state department of education revoked or suspended? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain on a separate sheet.

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Educational Preparation

Name and Location of School	Dates Attended	Major/Minor	Degree/Hours	Graduation Date
High School				
College				
College				
College				
College				
College				

Teaching, Administrative, Other Work Experience

List most recent experience first. Include any substitute or part time teaching and identify as such.

Dates Employed	Employer's Name and Address Supervisor's Name	Your Position	Reason for leaving.
To			
To			
To			
To			
To			
To			

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Professional References

List three individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address and telephone number of your last supervisor who may be contacted for a personal or professional reference.

NAME	POSITION	ADDRESS & TELEPHONE NUMBER
		()
		()
		()

May we refer to your present employer? Yes No

May we refer to your former employer? Yes No

Personal References

NAME	RELATIONSHIP	ADDRESS & TELEPHONE NUMBER
		()
		()
		()

Additional Comments/Information

Provide any additional information which you think might be of value in considering you for a position.

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POLICY REGARDING BACKGROUND INVESTIGATIONS

- This policy is issued by the Board of Education to all administrators and employees involved in employment and personnel functions.
- All applicants for employment with the district are subject to work history, education history, and reference investigations, including but not limited to substitutes and temporaries. Each finalist or applicant recommended for employment will be subject to a criminal background investigation, including mandatory fingerprinting, at his or her expense, as a condition of employment or of further consideration for employment.
- Effective immediately, all applicants for employment will be required to read and sign an Authorization and Agreement form, a copy of which is attached.
- All background checks on applicants will be conducted through the central office.
- All offers of employment shall be expressly contingent upon the satisfactory completion of background investigations.
- Criminal convictions shall not automatically bar an applicant from employment, but pursuant to the Criminal Offender Act NMSA 1978 28-2-4 and 28-2-5, may be the basis for refusing employment.
- Information from background checks shall not be disclosed except to persons directly involved in the certification or employment decision involving the applicant or employee.
- The administration may also conduct the referenced background investigations of incumbent employees if it becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her to continue in employment with the district.
- Pursuant to state law, the Superintendent will report to the State Department of Education any known conviction of a felony or misdemeanor involving moral turpitude of a certified school employee that results in any type of action against the school employee. All certified administrators shall report any such information to the Superintendent.
- All administrators and employees involved in employment and personnel functions shall acknowledge this directive by returning a signed copy to the Superintendent.

Acknowledged:

SIGNATURE _____

PRINTED NAME

Sign name as you would like it to appear on our records. If this application is submitted electronically the transmittal of this document shall serve as verification of signature until the applicant can sign this form in person.

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Agreement, Authorization, Waiver, and Release

I hereby certify that the information contained in this application is true, accurate, and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested may result in the refusal of the Animas School District to further consider me for possible employment. I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School District will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information. I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information. I hereby release any person or entity providing information or records in accordance with this Agreement,

Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT RELATED INFORMATION. INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY -- TO THE SCHOOL DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.

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- I understand and agree that if I am considered as a finalist for, or I am actually recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the School District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978) such conviction may be the basis for refusing employment. I understand that any employment offer is contingent upon the satisfactory completion of all background checks.
 - I understand that the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of the Animas School District and its agents for employment decisions, and will not be transferred to any other entity without my hand written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature of Applicant Date

Printed Name of Applicant

Sign name as you would like it to appear on our records. If this application is submitted electronically the transmittal of this document shall serve as verification of signature until the applicant can sign this form in person.

Only teacher or administrator applicants are required to complete the following pages.

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Professional & Scholastic Organizations, Membership Honors

Exclude organizations the name or character of which includes race, creed, color or national origin of it's members.

Philosophy of Education

In two to four paragraphs describe your Philosophy of Education

ANIMAS PUBLIC SCHOOLS CONFIDENTIAL

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Applicants for the position of superintendent are required to answer the following questions.

1. Why do you want to become the Superintendent of this district?
2. What do you consider to be your major strengths and assets that qualify you to become the superintendent of this district?
3. In your previous experience what specific approaches and directions have you taken that influence student learning, the school, and the community?
4. As superintendent what communication approaches would (do) you use?
5. What methods or approaches would you use to bring about change in a specific academic program of a school district?
6. How would (do) you delegate responsibilities and develop personnel?
7. How will (do) you, as a superintendent, want to work with the board of education?
8. What aspect of being an educator has been most rewarding to you?
9. Describe your vision for the use of technology to improve instruction.
10. How would you work with a diverse population to capitalize on that diversity?

Prioritize the following job supervisory responsibilities of the superintendent in a rural school. Be prepared to defend your placing. 1 being the highest priority 5 being the lowest.

_____ Community Relations

_____ Facilities

_____ Finance

_____ Instructional Leadership

_____ Other _____