

PORTALES MUNICIPAL SCHOOLS
INSTRUCTIONS
APPLICATION FOR EMPLOYMENT
www.portalesschools.com

The following must be submitted for your application to be complete:

- 1. Letter of Interest** for administrative, teaching, and ancillary. A Letter of Interest is not necessary for EA's, administrative assistants, cafeteria, custodian and daycare positions.
- 2. Application** for all regular employees to complete in its entirety except for page four. Only teacher applicants complete page four.
- 3. Resume** for administrative, teaching, EA, ancillary, and administrative assistant positions. A resume is not necessary for cafeteria, custodian, maintenance and daycare positions.
- 4. Copy of current professional license**, if applicable.
- 5. Unofficial transcripts** from all universities attended. Official transcripts will be required, if employed.
- 6. Signed Agreement, Authorization, Waiver and Release Form and Reference forms** sent by you to three people making recommendation – one of the references must be from a previous employer, preferably your last employer or supervisor. Attach the agreement, authorization, waiver and release form giving them permission to complete recommendation form. They are to return all completed forms to *Portales Municipal Schools Personnel Office, 501 South Abilene, Portales, NM 88130 or FAX 575-356-4377.*

Applications will be kept in the active file for one (1) year from the date of application. If you wish to be considered for another position within that time, please submit a letter of interest for the new position.



PORTALES MUNICIPAL SCHOOLS

Johnnie S. Cain, Superintendent

501 S. Abilene

Portales, NM 88130

575-356-7000

Fax 575-356-4377

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone Home: _____ Cell: _____

Date Available: _____ E-mail Address: _____

Position Applying: _____

Are you authorized to work in the U.S.? YES NO Do you have a CDL Driver's License? YES NO
 Have you ever worked for this District? YES NO If yes, when? _____

Language skill: (other than English)

Language	Speak (Yes or No)	Read (Yes or No)	Write (Yes or No)

Education

High School: _____ City, State: _____
 Diploma or GED? YES NO Date: _____

College: _____ City, State _____
 Major _____ Minor _____ Degree? YES NO Level of Degree: _____ Date _____

College: _____ City, State _____
 Major _____ Minor _____ Degree? YES NO Level of Degree: _____ Date _____

College: _____ City, State _____
 Major _____ Minor _____ Degree? YES NO Level of Degree: _____ Date _____

Other: _____ Specialty area: _____
 Degree? YES NO

References

Please list three professional references.

Full Name: _____ Relationship: _____

School/Business: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

School/Business: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

School/Business: _____ Phone: _____

Address: _____

Previous Employment (3 most recent)

Attach Resume if Applicable

School/Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

School/Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

School/Business: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Licensure Information (if applicable)

Type of Ed License: _____ **State and License Number** _____ **Expiration Date** _____

Endorsements: _____

Activities willing to sponsor: _____

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Endorsements: _____

Activities willing to sponsor: _____

Employment Questions

If the answer is yes, please attach sheet(s) explaining in detail.

Yes/No
N/A

1. Have you ever been dismissed from a position?	
2. Have you ever been asked to resign from a position?	
3. Have you ever been asked to resign rather than face disciplinary action and/or non-renewal by an employer?	
4. Admin/Teachers/Ancillary/EA's -- Have you ever been asked to resign rather than face disciplinary action against a license or certificate?	
5. Admin/Teachers/Ancillary/EA's -- Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes: letter of warning, reprimand, denials, suspension, revocation, voluntary, surrender or cancellation) If yes, attach a complete narrative description of the details including dates, places, school systems and circumstances.	
6. Have you ever resigned, entered into a settlement agreement or otherwise left employment following an allegation of misconduct? If yes, attach a complete narrative description of the details including circumstances.	
7. Admin/Teachers/Ancillary/EA's -- Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state? If yes, attach a complete narrative description of the details including dates, places, school systems and circumstances.	
8. Admin/Teachers/Ancillary/EA's -- Have you ever failed to fulfill the terms of a teaching or administrative contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.) If yes, attach a complete narrative description of the details including dates, places, school systems and circumstances.	

Professional Questions (Teacher applicants only)

TEACHER APPLICANTS ONLY

1. What are your three (3) most important reasons for wanting to be a teacher? (200 words or less)

2. What three (3) things do you most want to know about your students? (200 words or less)

3. What do you need to know in order to begin your lesson planning for a class? (200 words or less)

4. What ways do you assess and evaluate students? (200 words or less)

5. Why do you want to be an employee at Portales Municipal Schools? (200 words or less)

6. What is your most recent NMPED Effectiveness Level? (Please attach a copy of evaluation)

Ineffective

Minimally Effective

Effective

Highly Effective

Exemplary

Additional Qualifications and Comments

Disclosure of other names:

As part of the background check process, please list all of your previous legal names and aliases.

Any qualifications or comments you wish to share:

Please let us know if you require an accommodation to allow you to complete the application form or for any other aspect of the application process.

Disclaimer and Signature

I understand this application must be completed in full and all requested information must be provided. An incomplete application will not be considered.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in withdrawal of offer due to an unsatisfactory background check. The District may provide me written notice and I shall be entitled to no further process or procedure.

The provision of any false, incomplete, or misleading statements on this application, or any documents submitted with it, or any other phase of the employments process, will result in my disqualification or discharge, regardless of when the misrepresentation or omission is discovered.

Regular, substitute and temporary applicants are subject to work, education, and reference investigations. A criminal background investigation, including mandatory fingerprinting, at my expense, is a condition of further consideration for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to the Criminal Offender Employment Act NMSA 1978 28-2-56, may be a basis for refusing employment.

If I am a finalist, I will complete "Certification and Credentialing Requirement" form and submit it to the personnel office prior to my interview.

I certify that my answers are true and complete to the best of my knowledge.

I have read and understood the foregoing.

Signature: _____ Date: _____

Portales Municipal Schools is an Equal Opportunity Employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, age or national origin is prohibited.

PORTALES MUNICIPAL SCHOOLS

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

A. Applicant Certification. 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 School District to further consider me for possible employment.

B. Authorization for Reference Checks. I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I will send a copy of this Agreement and Authorization to each individual or entity from whom a reference form is requested.

C. Waiver and Release as to Reference Checks. 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 given by the authorized party. 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.

D. Criminal Background Checks. I understand and agree that if I am considered as a finalist for, or I am actually recommended for or offered 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, §28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon, and expressly subject to, the satisfactory completion of all background checks. **I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of the District, the District may provide me written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure.**

E. Public Disclosure of Applicant Names and Application Materials. I understand that, pursuant to the Inspection of Public Records Act (IPRA) as interpreted by recent court decisions, the identity of public sector job applicants and the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization may be subject to disclosure to persons outside the School District, including the media, to the extent such information is not expressly protected from disclosure by exceptions to the IPRA, or other applicable employee privacy or confidentiality laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPPA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.)

As a result, the applicant must make his or her own decision as to submitting the application and the impact which public disclosure of his or her identity as an applicant, or application materials may have.

Signature of Applicant

Date

Printed Name of Applicant

You have my permission to complete this evaluation based on your knowledge of my background. I further understand that the information provided will become the property of the Portales Municipal Schools and shall not be returned to me.

Applicant _____ Signature _____ Date _____

	Exceeds Normal Standards	Meets Standards	Needs Improvement	Not Satisfactory	Not Observed
Personal Qualifications					
Appearance: Dress/Grooming					
Daily attendance					
Committed to working hours					
Character and moral standards					
Driven or self-motivated					
Reliable					
Emotional stability					
Speaks effectively and correctly					
Patient					
Positive					
Confident					
Professional Qualifications					
Ability to multi-task					
Plans/Prepares work effectively					
Works well with others-team spirit					
Shows good judgment and tact					
Command of job assignments					
Open and flexible					
Fair and just attitude in dealing with people					
Detail-oriented					
Professional Qualifications – Teachers					
Displays subject matter competency					
Utilizes a variety of teaching methods and skills					
Varies teaching to the ability levels of students					
Motivates students, gains confidence and establishes rapport					
Demonstrates commitment and professional attitude					

To be completed by Evaluator: Date: _____ Relationship to applicant _____

How long have you known applicant? _____ May we call you for additional information? _____ Telephone # _____

Additional information/comment _____

Name _____ Title _____ E-mail _____
 (Print)

Business address _____ School District/Business _____ Cell # _____

Signature _____

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C. Waiver and Release as to Reference Checks. 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 given by the authorized party. 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.

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Committed to working hours					
Character and moral standards					
Driven or self-motivated					
Reliable					
Emotional stability					
Speaks effectively and correctly					
Patient					
Positive					
Confident					
Professional Qualifications					
Ability to multi-task					
Plans/Prepares work effectively					
Works well with others-team spirit					
Shows good judgment and tact					
Command of job assignments					
Open and flexible					
Fair and just attitude in dealing with people					
Detail-oriented					
Professional Qualifications – Teachers					
Displays subject matter competency					
Utilizes a variety of teaching methods and skills					
Varies teaching to the ability levels of students					
Motivates students, gains confidence and establishes rapport					
Demonstrates commitment and professional attitude					

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Business address _____ School District/Business _____ Cell # _____

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