

**PORTALES MUNICIPAL SCHOOLS
INSTRUCTIONS
APPLICATION FOR EMPLOYMENT
www.portaleschools.com**

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

- 1. Letter of Interest** for administrative, teaching, and ancillary.
- 2. Application** for all employees to complete in its entirety.
- 3. Resume** for administrative, teaching, ancillary, and administrative assistant positions.
- 4. Copy of current professional license**, if applicable.
- 5. Unofficial transcripts** from all universities attended. Official transcripts will be required, if employed.
- 6. History Affidavit, Applicant Waiver and Application forms must be signed.**
- 7. Recommendation forms sent to three references** - one of the references must be from a previous employer, preferably your last employer or supervisor. Sign the form giving them permission to complete. They are to return 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,

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-Other Employment

Please list your three most recent employers first. Then list all employers in which you had duties that involved unsupervised contact with children or students:

I.
School/Business _____
Supervisor: _____ Phone # _____
Address _____ Salary: Beginning _____
City, State, Zip _____ Ending: _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Human Resources E-mail address: _____ HR Phone # _____

II.
School/Business _____
Supervisor: _____ Phone # _____
Address _____ Salary: Beginning: _____
City, State, Zip _____ Ending: _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Human Resources E-mail address: _____ HR Phone # _____

III.
School/Business _____
Supervisor: _____ Phone # _____
Address _____ Salary: Beginning _____
City, State, Zip _____ Ending _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Human Resources E-mail address: _____ HR Phone # _____

School/Business _____
Supervisor: _____ Phone # _____
Address _____
City, State, Zip _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
Human Resources E-mail address: _____ HR Phone # _____

School/Business _____
Supervisor: _____ Phone # _____
Address _____
City, State, Zip _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
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School/Business _____
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School/Business _____
Supervisor: _____ Phone # _____
Address _____
City, State, Zip _____
Job Title: _____ Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
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Licensure Information (if applicable)

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

Endorsements: _____

Activities willing to sponsor: _____

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

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. Please submit a copy of your last evaluation.

EMPLOYMENT HISTORY AFFIDAVIT

To the Applicant: Most positions with Portales Municipal Schools involve contact with our student population. You must provide the information below to help us evaluate your suitability to perform in this capacity. As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered. An affirmative answer provided by you on this is NOT an automatic bar to employment.

Portales Municipal Schools will consider the nature of any alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the alleged conduct underlying the affirmative response and the position for which you are applying. If the alleged conduct is directly related to the position for which you have applied, you may be required to provide additional information.

I, being an applicant for, or having been offered, a position with Portales Municipal Schools certify that this document is true, accurate, and a full disclosure of my professional background history.

Answer: Yes or No

Are you eligible to work in the United States?	
Are you presently under investigation for, or under any procedure to consider your discharge for misconduct relating to child abuse or neglect, sexual misconduct, or any sexual offenses including those offenses prohibited in Chapter 30, Article 3, 3A, 4, 6, 6A, 9, 37, 37A or 52 NMSA 1978?	
Have you ever been under investigation for, or under any procedure to consider your discharge for misconduct relating to child abuse or neglect, sexual misconduct, or any sexual offenses including those offenses prohibited in Chapter 30, Article 3, 3A, 4, 6, 6A, 9, 37, 37A or 52 NMSA 1978, unless the allegations were false or unsubstantiated?	
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer that previously employed you, unless the allegations were false or unsubstantiated?	
Have you ever had a professional license or certificate denied, suspended, surrendered or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation?	

Have you ever been asked to resign from a position or resigned from a position without being asked, under circumstances involving your employer's investigation of any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, including offenses prohibited in Chapter 30, Article 3, 3A, 4, 6, 6A, 9, 37, 37A or 52 NMSA 1978?	
Have you ever been reprimanded for misconduct?	
Have you ever been disciplined for misconduct?	
Have you ever been discharged for misconduct?	
Have you ever resigned or been asked to resign from a prior position for misconduct?	

NOTE: If you answered yes to any of the questions above, please explain in detail in the text box below. Be sure to include the date(s) of the incident(s) in question.

Print Name _____

Signature _____ Date _____

APPLICANT WAIVER

Portales Municipal Schools

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

Understand that in order for my application to be considered, the following Affirmations must be initialed by me as the applicant.

By my initials and signature below I, _____, certify that the information provided in or attached to this application is complete, accurate, true to the best of my knowledge, and current as of the date below. 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. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment.

_____ I hereby authorize Portales Municipal schools to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. Such background check(s) may include but not be limited to my criminal record, driving record, employment history, and credit report. I understand the Portales Municipal Schools may utilize and outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of Portales Municipal Schools' choice.

_____ I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have.

_____ 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 employer's 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 the 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 with written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure.

_____ I authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Portales Municipal Schools or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same as the original.

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.

_____ 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, Health Insurance Portability and Accountability Act (HIPAA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.)

_____ I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information.

_____ I understand that an offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except the Superintendent of Portales Municipal Schools. Any employment agreements will only be valid and binding when the agreement is expressly set forth in a written document signed by an authorized representative of Portales Municipal Schools.

☐ By checking this box, you are certifying that you have read and agreed to all of the terms of the above statements.

Signature of Applicant _____ Date _____

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.

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.

Signature _____

Date _____

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	Exceeds Normal Standards	Meets Standards	Needs Improvement	Not Satisfactory	Not Observed
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	Exceeds Normal Standards	Meets Standards	Needs Improvement	Not Satisfactory	Not Observed
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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Applicant _____ Signature _____ Date _____

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Signature _____