

Certified Application



Return to:
Lake Arthur Municipal Schools
P.O. Box 98
700 Broadway
Lake Arthur, New Mexico 88253
Phone No.: (575) 365-2000
Fax No.: (575) 365-2002
OR
Email: Cheree.Lynch@la-panthers.org

"An Equal Opportunity Employer"

Dear Applicant,

Thank you for your interest in the Lake Arthur Municipal Schools. Our school district is interested in securing the services of most highly qualified teachers available. In order to be eligible for openings which may occur in our district, a complete application must be on file.

1. The Lake Arthur Municipal Schools (the District) is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, national origin, religion, or disability.
2. Position Desired:
 - a. Check all that apply: () Administrator () Counselor () Teacher () Librarian
 - b. () Educational Assistant () Other: _____
 - c. Position Employment: Indicate below the level/subject combination(s) in which you are endorsed or qualified to teach.

Elementary (K-5)

Grade Level Qualified K 1 2 3 4 5

Middle School (6-8)

Subject Area Qualified 1) _____ (2) _____ (3) _____ (4) _____ (5) _____

High School (9-12)

Subject Area Qualified (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

Bilingual Education:

Area Qualified: Elementary _____ Middle _____ High School _____ K-12 _____

Special Education:

Area Qualified: Elementary _____ Middle _____ High School _____ Pre-K-12 _____
School Psychologist _____ Speech Language Pathologist _____ Diagnostician _____

Support Service Provider:

Area Qualified: Social Worker _____ School Nurse _____ Reading/Math Specialist _____ Counselor _____ Other _____

d. Date of availability: _____

3. 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.
4. *You must complete this application in full and provide all information requested. If you do not have all the requested information with you, take the application with you, and return it completed at a later date. An incomplete application will not be considered.*
5. The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge, regardless of when the misrepresentation or omission is discovered.
6. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists will also be subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.
7. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to Criminal Offender Employment Act, NMSA 1978 § 28-2-4 and 28-2-5, may be a basis for refusing employment.
8. This application for employment will be inactive after ninety (90) days. If you want to be considered after that time, you must complete a new application for employment.

I have read and understood the forgoing: _____
Applicant's Signature

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Listed below are the required documents needed for an application to be placed on file with our district.

1. Letter of Interest.
2. Current Resume.
3. Official Transcripts (Please check one of the following)

Attached

Not Attached, Reason _____

If you are currently or have previously been employed with the Lake Arthur Municipal Schools and have a transcript on file, please complete the blanks below.

Position Held _____, Dates of Employment _____

4. Three (3) letters of reference within the last (5) five years, one from immediate supervisor, (student teaching appraisal is acceptable).
5. A copy of a current New Mexico Teaching License or a current out of state teaching license.
6. Ancillary applicants must attach a copy of the license issued by the appropriate licensing board.

I. DEMOGRAPHIC DATA

Social Security: XXX-XX-_____

Application Date: _____

Name: _____
Last

First

M.I.

Jr., etc.

Current Address (Street Number, Apt., Street Name)

City

State

Zip Code

Mailing Address (P.O. Box) (If Different From Above)

City

State

Zip Code

Alternate Address (Street Number, Apt., Street Name)

City

State

Zip Code

Home Phone Number

Cell Phone Number

Work Phone Number

Area Code Number

Area Code Number

Area Code Number

Email Address: _____

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II. EDUCATION/TRAINING

College or University	Address/Telephone No.	Years Attended	Major	Degree and Year	Name of Contact or Reference

[Continue on Separate Sheet if necessary]

III. STUDENT TEACHER EXPERIENCE [must be completed if applicant has completed fewer than three full consecutive school years in education]

School Name	Address/Telephone No.	Start-End Dates	Courses or Grades	Cooperating Teacher

[Continue on Separate Sheet if necessary]

University Supervisor	College/University	Complete Mailing Address	Phone Number

IV. LANGUAGE SKILLS [other than English]

Language	Speak (yes or no)	Read (yes or no)	Write (yes or no)

V. CERTIFICATION

State	Certificate No.	License	Endorsement

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Previous Positions Held

Please list below all current and former employers in which you had unsupervised access with children or were a volunteer in a position involving unsupervised contact with children or students.

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: To:

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All positions at Lake Arthur 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.

Lake Arthur 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 Lake Arthur Municipal Schools certify that this document is true, accurate, and a full disclosure of my professional background history.

	Yes	No
Are you eligible to work in the United States?		
Are you presently being investigated or under a procedure to consider your discharge for misconduct including child abuse or neglect, sexual misconduct, or any sexual offense by your present employer, or if you offered a resignation, your previous employer?		
Have you ever been under investigation for, or have been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, unless the allegations were false or unsubstantiated?		
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?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, 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, unless the allegations were false or unsubstantiated?		

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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 resigned from a prior position without being asked, but under circumstances involving your employer's investigation of inappropriate sexual contact with another person?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation for sexual abuse of another person?		

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

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Applicant Waiver

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I 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, the applicant, 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 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 Lake Arthur 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 Lake Arthur Municipal Schools may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of Lake Arthur Municipal School's 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 authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Lake Arthur 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 authority as the original.

_____ 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 the use of illegal drugs is prohibited. In accordance with Lake Arthur Municipal Schools policy, I am willing to submit to drug testing to detect the use of illegal drugs after any job offer has been made, and prior to starting employment.

_____ 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 Lake Arthur 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 Lake Arthur Municipal Schools.

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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: _____

ORIGINAL SIGNATURE AND DATE REQUIRED PRIOR TO OFFICIAL OFFER OF EMPLOYMENT