



TULAROSA MUNICIPAL SCHOOLS

504 FIRST STREET -- TULAROSA, NEW MEXICO 88352
PH: 575 585-8800 -- FAX: 575 585-4439

APPLICATION FOR EMPLOYMENT

The Tularosa Municipal School District is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, marital status, religion, sex, creed, disability or national origin. Tularosa Schools are non-smoking, alcohol and drug-free environments. If you need help completing this application form or in regard to any other phase of the application process due to special needs, please notify the person who gave you this form and every effort will be made to reasonably accommodate your needs. This application form is intended for use in evaluating your qualifications for employment. False or misleading statements during the completion of this form are grounds for terminating the application process or, if discovered after employment, terminating employment. Individual testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment and prior to reporting to work, you may be required to submit to a medical review including completion of a medical case history and an examination by a medical professional designated by the District. Please answer all questions completely and accurately.

Certified Applicants must include letter of interest, resume and copies of transcripts, certification(s) and reference forms.

Legal Name:

Last, First Middle

Address:

Street City State Zip

Permanent Address:

Street City State Zip

Home Phone _____ Cell Work _____ eMail: _____

Date of Application: _____ Date Available: _____

Non-Certified Positions: *Check all positions for which you are applying:*

Teaching Assistant Secretary Custodian Maintenance Cafeteria Bus Driver Bus Aide

Skills: *Indicate any of the following skills:*

Typing _____ wpm Word Processing Database Heavy Equipment CDL License

Specific Computer Skills: _____

Other Skills: _____

Application Received _____	DB _____
Reviewed Appl. _____	Interviewed by _____ Date _____
Reviewed Appl. _____	Interviewed by _____ Date _____
Reviewed Appl. _____	Interviewed by _____ Date _____

YES

NO

1. Are you prevented from lawfully becoming employed in the United States for any reason?
2. Are you related by blood or marriage to any member of the Tularosa Board of Education?
3. List any relative(s) now employed by the Tularosa Municipal Schools and state your relationship to each.

4. List honors or awards received:

High School _____

College _____

Community/Professional _____

EDUCATIONAL AND PROFESSIONAL TRAINING:

Name of School (HS & College)	City & State & Zip	Degree/Diploma

Years Experience in Position You are Applying:

Immigration Reform Act Requirements: All persons employed on or after November 7, 1986, will be required to prove their legal right to work in the United States as required by the United States Immigration and Control Act of 1986.

Certificate of Examination: Personnel employed may be required to have a Certificate of Examination (Manteoux skin test for TB showing negative results) completed and placed in the personnel file at the time of employment. Valid certificates are transferable between districts in New Mexico.

Background Investigation: The Tularosa Municipal School District will conduct work history, education history and/or reference investigations on each candidate recommended for hire, including, but not limited to substitutes and temporaries. Each candidate will be subject to a criminal background investigation, which will include mandatory fingerprinting, at the candidate's expense, as a condition of further consideration for employment. Any offer of employment is contingent upon the satisfactory completion of all background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the Tularosa Municipal Schools, but pursuant to the Criminal Offender Act of New Mexico, may be the basis for refusing employment.

Equal Opportunity Employer: Tularosa Municipal Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in employment, or the provision of services. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112 and the Age Discrimination Act may be referred to the Superintendent of Tularosa Municipal Schools. The American with Disabilities Act of 1990 as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities necessary reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.

EMPLOYMENT APPLICATION

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 criminal background and investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.

All offers of employment are contingent upon the satisfactory completion of the background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to the Criminal Offender Employment Act, NMSA 1978 SS 28-2-4 and 28-2-5, maybe a basis for refusing employment.

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.

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, withdrawal of offer of employment, termination or discharge, regardless of when the misrepresentation or omission is discovered.

I have read and understand the foregoing:

_____ **Applicant's Signature**

_____ **Date**