

LOVING MUNICIPAL SCHOOL DISTRICT

Employment Application Guidelines

Complete Employment Application Form

APPLICATION REQUIREMENTS:

Submit to: Loving Municipal Schools
Attn: Superintendent 602
South Sixth Street P. O.
Box 98
Loving, New Mexico 88256

An application for a professional position in the Loving Municipal School District is considered complete when the following materials are on file in the personnel office:

1. Signed letter of interest
2. Completed and signed job application
3. Resume
4. A copy of transcript(s) of college/university work.
(Official transcript(s) required upon employment.)
5. Signed agreement, authorization, waiver, and release
6. 3 Letters of reference, including one from current supervisor.

Upon screening selection, applicants will be scheduled for an interview.

Active Employment Application

An application for a professional position in the Loving Municipal School District is considered active when the following materials are on file in the personnel office.

1. Completed and signed application form
2. Resume
3. A copy of transcript(s) of college/university work.
(Official transcript(s) required upon employment.)

It is the responsibility of the applicant to obtain such material and have them sent to the personnel office. Applications are kept on file for one year from the date submitted. If the applicant has not been employed within this time, the application will be destroyed unless the applicant submits a letter updating the application and requesting continued consideration.

LOVING MUNICIPAL SCHOOL DISTRICT
P.O. BOX 98 LOVING, NEW MEXICO 88256
(575) 745-2005 FAX (575) 745-2002

PROFESSIONAL APPLICATION

Complete this form and its enclosures and submit them to the Superintendent's Office. An unofficial transcript verifying your completed degrees, a copy of your teaching certificate or license, and a copy of your college/university credential file must be sent to the Superintendent's Office immediately. If you fail to complete all items which apply, your application for employment will not be processed.

<hr/> Last Name	<hr/> First Name	<hr/> Middle Name		
<hr/>				
Present Address (Street, P.O. Box)	City	State	Zip	Present Phone No.
<hr/>				
Permanent Address (if different from above)				Permanent Phone No.
<hr/>				
Social Security Number		Cell Phone		
<hr/>		<hr/>		
Position Desired		Salary Desired		
<hr/>		<hr/>		
Date of Application		Date Available		
<hr/>		<hr/>		
POSITION PREFERRED:				
1 st Choice				
2 nd Choice				
3 rd Choice				

1. SCHOOL RELATED EMPLOYMENT HISTORY (SALARIED)

Name and Location of School	Grade or Subjects	Years Taught	No. Years	Full Time	Part Time	Reason for Leaving
<i>Example:</i> Las Cruces High School Las Cruces, NM	English/ Reading	XX- Present	4	X		Relocated

Applications are kept active for one year

Total Number Years of Experience _____

2. EDUCATIONAL AND PROFESSIONAL TRAINING

College/University	Dates of Attendance (Years)	Degree Conferred	Date

GPA _____ on _____ scale

How may college credit hours have you earned since your highest degree? _____

3. CERTIFICATION/LICENSURE

Teacher Licensure/ Other Credential No.	Issued by State	Type/Level Licensure	Area of Specialization	Date Issued	Date Expired

Have you applied for the New Mexico Licensure? _____

If "No", explain _____

Have you passed the N.T.E. Core Battery? _____

If "No", indicate date when you will take the exam _____

If out-of-state graduate, do you hold an out-of-state license? If "Yes", submit copy with your application.

Have you ever been issued a waiver or one-year license in New Mexico? _____

If "Yes", give date and name of employing school district _____

Are you currently working on additional licensure? _____ Area: _____

Number of credit hours you have in this area? _____

4. PERSONAL

Are you a citizen of the United States? ☐ Yes ☐ No

Are you a permanent resident alien? _____ If "Yes", form I-551 or I-155 is required

List any relative who is either a member of the Loving Municipal School District Board of Education or is employed by the Loving Municipal School District.

Name of Relative	Relationship	Position Held

Have you ever been injured on a job? ☐ No ☐ Yes If so, when and by whom employed? _____

Do you have any pre-existing physical impairments from this or any other accident? _____ Yes ☐ No ☐

If "Yes", explain _____

Have you ever been asked to resign, been discharged, or been non-renewed from any position, teaching or

otherwise? ☐ No ☐ Yes If "Yes", explain _____

Have you ever had your teaching license revoked? _____ No ☐ Yes ☐ Have you ever been convicted of a felony

or any crime involving dishonesty or moral turpitude? _____ No ☐ Yes ☐

4. PERSONAL (Continued)

Circle any of the following which you are able to direct or coach successfully:

Forensic Events Organizations	Drama Other _____	Music	Boys Athletics	Girls Athletics	Intramurals	Student
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Reason for applying with the Loving Municipal School District:_____

In an emergency please call

Name	Phone	Relationship	Street Address	City	State

By using events and situations that occurred in your recent work experience and training, describe how those experiences will contribute to your becoming a positive factor in our system: (If additional space is needed, please attach additional sheet.)

[illegible]

6. REFERENCES

Give at least six (6) references below. These references should be from work experiences, lay citizens, and especially Superintendents and Principals under whom you taught, and who have first-hand knowledge of your character, personality, scholarship and teaching ability.

Name	Street	City	State	Zip	Area Code and Phone No.	Position

APPLICANT’S STATEMENT

I hereby authorize the Loving Municipal School District to investigate all statements contained in this application. I affirm that all information contained in this application is true and complete, and that any misrepresentation, falsification or omission herein, shall be sufficient reason for dismissal from, or refusal of, employment. I understand that my previous employers may be asked for information relative to my employment record with them. I hereby authorize the Loving Municipal School District to request, from my previous employers, information relative to my prior employment, and I hereby authorize my previous employers to release the same. I authorize the Loving Municipal School District to secure criminal records from any governmental units, and I hereby authorize said governmental units to release the same. I agree, if accepted for employment, to comply with all rules and regulations of the Loving Municipal School District, to perform all duties assigned to me to the best of my ability, and to be responsible for Loving Municipal School District Property entrusted to my care. Furthermore, I agree to acquaint myself with school policies and by reading the Policy Handbook and to abide with those policies.

Signature _____ Date _____

The Loving Municipal School District shall adhere to a policy of equal employment opportunities for all employees. During the selection process, individuals shall be employed without regard to race, creed, color, age, sex, religion, marital status, national origin, or physical disability, except in situations where physical disability renders such applicant not "otherwise qualified". Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline, and any opinions of affiliation, or because of other non-merit factors. Inquiries concerning your rights or grievances should be referred to the Superintendent, Loving Municipal School District, P,O, Box 98, Loving NM, 88256

LOVING MUNICIPAL SCHOOLS

Post Office Box 98
Loving, New Mexico 88256
(575) 745-2005

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, regardless of when discovered. Failure to provide all or part of the information requested may result in the refusal of the Loving Municipal Schools to further consider my application.

I hereby authorize Loving Municipal Schools and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that Loving Municipal Schools 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 LOVING MUNICIPAL SCHOOLS UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or if 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 Loving Municipal Schools, 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 Loving Municipal Schools, that Loving Municipal Schools may provide me written notice of the withdrawal of its offer, and that I shall be entitled to no further process or procedure.**

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 Loving Municipal Schools and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature of Applicant

Date

Printed Name of Applicant