



TAOS INTEGRATED SCHOOL OF THE ARTS

EMPLOYMENT APPLICATION

TAOS INTEGRATED SCHOOL OF THE ARTS

123 Manzanares Road • Post Office Box 668 • Taos, New Mexico 87571
(575)758-7755 • Fax (575)758-7766

GENERAL INSTRUCTIONS	PLEASE NOTE:	POSITION APPLYING FOR:
<ul style="list-style-type: none"> Incomplete applications will not be processed. Give special attention to employment history including the last three jobs and reasons for leaving an employer. In addition, please state reasons for any period of unemployment lasting longer than 4 months. List complete names, addresses, zip codes, phone numbers, and dates worked of all former employers. 	<p>The information contained in this employment application is the property of the Taos Integrated School of the Arts</p> <p><i>Equal Opportunity Employer: It is our policy to abide by all Federal, State and City laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, or physical handicap, except where a reasonable, bona fide occupational qualification exists.</i></p>	<p>Position: _____</p> <p><input type="checkbox"/> Elementary K-8</p> <p><input type="checkbox"/> Substitute</p> <p><input type="checkbox"/> Summer School</p> <p><input type="checkbox"/> Other _____</p>

GENERAL INFORMATION			
Name: _____			
Last	First	Middle	
Mailing Address: _____			
Street	City	State	Zip
Physical Address: _____			
P.O. Box No., Rural Route, Street	City	State	Zip
Telephone Number: _____		Cell Phone Number: _____	
What languages can you speak, read, or write fluently?			
_____		<input type="checkbox"/> Speak	<input type="checkbox"/> Read
_____		<input type="checkbox"/> Speak	<input type="checkbox"/> Read
Can you provide written proof that you can legally work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Positions at the Taos Integrated School of the Arts are "security sensitive" and a background investigation is required of all applicants.			
Have you ever been charged with OR convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain and provide dates:			

Have you ever been charged with OR convicted of a misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain and provide dates:			

Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Or valid picture ID? <input type="checkbox"/> Yes <input type="checkbox"/> No			
State: _____		License No.: _____	

EMPLOYMENT HISTORY:

List the last 10 years of work experience beginning with the most recent. All information in this section **must** be completed.

Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: (Mo./Yr.) _____ To: (Mo./Yr.) _____

Hours Worked Per Week: _____ Start pay: _____ End pay: _____

Did you supervise employees? Yes No If yes, how many? _____

Supervisor's Name: _____ Phone No.: _____ May we contact employer? Yes No

Duties and Responsibilities: _____

Reason for leaving job: _____

Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: (Mo./Yr.) _____ To: (Mo./Yr.) _____

Hours Worked Per Week: _____ Start pay: _____ End pay: _____

Did you supervise employees? Yes No If yes, how many? _____

Supervisor's Name: _____ Phone No.: _____ May we contact employer? Yes No

Duties and Responsibilities: _____

Reason for leaving job: _____

Name of Present or Last Employer: _____

Address: _____

Your Job Title: _____ From: (Mo./Yr.) _____ To: (Mo./Yr.) _____

Hours Worked Per Week: _____ Start pay: _____ End pay: _____

Did you supervise employees? Yes No If yes, how many? _____

Supervisor's Name: _____ Phone No.: _____ May we contact employer? Yes No

Duties and Responsibilities: _____

Reason for leaving job: _____

HIGH SCHOOL:

Name of School:	Received: <input type="checkbox"/> Diploma <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> None
Complete Address:	
Date:	

COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL:

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (Month/Year)		CREDIT HOURS EARNED	MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO			

Certifications: I hold the following New Mexico State Teaching/Administrative Certificates and/or Professional Licenses

Area of Certification or Licensure:	Expiration Date:	Type of Licensure:

If you do not have a New Mexico Certification, have you made an application for one? Yes No

If certified in another state, please indicate:

ENCLOSE COPIES OF ALL CERTIFICATES AND/OR LICENSES**PLEASE READ AND ADD YOUR INITIALS TO EACH STATEMENT:**

Initials	Statement
	I attest that all information represented on this application is true and correct to the best of my knowledge. I understand that any falsifications, omission, or misrepresentation of information is grounds for withdrawal of the offer of employment at Taos Integrated School of the Arts and/or disciplinary action, up to, and including termination.
	I authorize Taos Integrated School of the Arts to conduct a routine inquiry into my job history and into applicable information concerning my character, general reputation, or any other information that Taos Integrated School of the Arts deems necessary for employment.
	I acknowledge that Federal Law prohibits companies from hiring any person unless valid documentation establishing my identity and eligibility to work in the United States is provided. I understand that providing these documents is a condition of employment.
	I release Taos Integrated School of the Arts, its agents, and any person or entity that provides or receives information to the statements from any and all liability and any damages which may arise from thereof.
	I understand that the application for employment does not imply a contract for employment between me and the Taos Integrated School of the Arts. I further acknowledge that employment may terminate at will by either me or Taos Integrated School of the Arts and that employment is not guaranteed. I acknowledge that Taos Integrated School of the Arts has an "employment at will" policy which means that the employee or employer may terminate employment for any, or no, reason at any time, with or without cause.
	I understand this application shall become a public record to the extent authorized by law.
	I understand that if selected for an interview, I may be subject to a background investigation.

Printed Name of Applicant

Signature of Applicant

Date

EMPLOYMENT SUPPLEMENTS

CONVICTION REPORT

Taos Integrated School of the Arts

123 Manzanares Street – P.O. Box 668

Taos, NM 87571

(575) 758-7755 Fax (575) 758-7766

PLEASE READ CAREFULLY

Because of the tremendous responsibility Taos Integrated School of the Arts has to its school children and community, the following information is required from all applicants and employees regarding convictions.

A. RECORD OF CONVICTIONS

A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Business Manager. Please read carefully and answer every question.

1. Have you ever been convicted of any of the following in any state or country at any time?

- (a) Felony Yes No (b) DWI Yes No (c) Sex Related Offense Yes
 No
(d) Drug Related Offense Yes No
(e) Have you ever been convicted of a minor offense other than a traffic violation? Yes
 No

2. If any of the boxes above are marked “Yes”, please provide a written explanation to include the following information: Conviction Charge, Date, Court, City and State of Conviction, amount of time and length of jail term or probation. Conviction means the final judgment on a verdict or a finding of Guilty, Plea of Guilty, or a Plea of Non Contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken.

B. NOTICE

The Applicant is to give notice of any conviction for Dangerous Crimes against Children. These crimes are defined as Second Degree Murder, Aggravated Assault, Sexual Assault, Molestation of a Child, Sexual Conduct with a Minor, Sexual Exploitation of a Minor, Child Abuse, Kidnapping and Sexual Abuse.

C. BACKGROUND CHECK

All employment with the Taos Integrated School of the Arts is conditional until the Administrator approves such employment and until all Background Checks have proved to be satisfactory.

I understand that if I am considered as a finalist for or am actually recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting, I will pay the required amount to determine my acceptability for employment with Taos Integrated School of the Arts, but pursuant to the Criminal Offender Convictions, may be the basis for refusing employment.

EMPLOYMENT AGREEMENTS

1. The Applicant is to give notice of any conviction for dangerous crimes against children. These crimes are defined as Second Degree Murder, Aggravated Assault, Sexual Assault, Molestation of a Child, Sexual Conduct with a Minor, Sexual Exploitation of a Minor, Child Abuse, Kidnapping and Sexual Abuse.
2. All employment with Taos Integrated School of the Arts is conditional until the Administrator approves such employment and until all Background Checks have proved to be satisfactory.
3. I understand that if I am considered as a finalist or recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting. I will pay the required amount to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with Taos Integrated School of the Arts, but pursuant to the Criminal Offender Convictions may be the basis for refusing employment.
4. I hereby certify that the information contained in this document is true, accurate, and complete, to the best of my knowledge and belief. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment.
5. I further understand that failure to provide all or part of the information requested may result in the refusal of the Taos Integrated School of the Arts to further consider for possible employment.
6. I understand that an employment offer is contingent upon confirmation from the Taos Integrated School of the Arts Administrator, and that all background checks and drug test results prove to be satisfactory.

Employee Signature: _____ Date: _____