

AMY BIEHL CHARTER HIGH SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Amy Biehl Charter High School does not discriminate on the basis of age, race, color, creed, national origin, sexual orientation, disability or sex in its educational programs and activities (including employment and application for employment). It is prohibited from discriminating on the basis of sex by Title IX (20 U.S.C. 1681) and on the basis of disability by the Americans with Disabilities Act (ADA) Section 504 (29 U.S.C. 794). Inquiries concerning the application of these laws should be directed to Human Resources.

Name _____

Date _____

Position Applying For _____

Notice to the applicant

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.

1. You must complete this application in full and provide **all** information requested. If you do not have all of 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.**
2. 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.
3. 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 applicants expense, as a condition of further consideration for employment.
4. 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 Amy Biehl Charter High School, but pursuant to the Criminal Offender Employment Act, NMSA 1978, 28-2-4 and 28-2-5, may be a basis for refusing employment.
5. 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 I understand the above statements:

Printed Name _____

Signature _____

Date _____

PERSONAL DATA

NAME _____
LAST FIRST MIDDLE INITIAL

OTHER NAMES USED _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT PHONE _____ E-MAIL _____

ARE YOU RELATED TO AN AMY BIEHL CHARTER HIGH SCHOOL BOARD MEMBER OR EMPLOYEE?

Yes No

IF YES, PLEASE TELL US WHO AND YOUR RELATIONSHIP _____

(NMSA 22-5-6 prohibits the employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of a member of the local school board or the local superintendent. The local school board may waive the nepotism rule for family members of a local superintendent.)

Are you legally authorized to work in the U.S.?

Yes No

(If offered a position to work at Amy Biehl Charter High School, you will be required to complete an Employment Eligibility Verification form (I-9) and produce documentation of your identity and authorization to work. We are required by federal law to obtain this proof of authorization.)

Languages spoken:

Language _____ Fluent Proficient Limited

Language _____ Fluent Proficient Limited

Language _____ Fluent Proficient Limited

Have you previously worked for any New Mexico School District or Charter School?

Yes No

If yes, where _____

Dates Employed _____

What was your position _____

LICENSURE INFORMATION

If the position you are applying for requires a license, please complete this section. You may skip this section if the position you are applying for does not require a license.

Include a copy of all license(s) with this application.

All licensure information will be verified through the licensing agency prior to an offer of employment.

New Mexico Teaching License Information	
License Level _____	License Number _____
Last 4 Digits of Your Social Security Number _____	
Effective From/To _____	
Endorsements _____	
Do you have a Special Education License?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other New Mexico School Personnel License Information	
Type of License _____	
License Level _____	License Number _____
Last 4 Digits of Your Social Security Number _____	
Effective From/To _____	

State Of New Mexico Board and Commissions OR Regulation and Licensing Department	
Type of License _____	
License Number _____	Expiration Date _____

EMPLOYMENT HISTORY

Include ALL employers since high school. Account for any gaps in employment history (i.e.: returned to school; stay at home parent). If unemployed, give your address and telephone number during period of unemployment). List chronologically with the most recent employer first.

Include student teaching experience if you have fewer than 2 full consecutive years of employment as a teacher.

Employer Name	Employer Address and Telephone Number	Dates of Employment	Position Held	Supervisor	Reason for Leaving

EDUCATION HISTORY

Upon Employment, you will be required to provide official transcripts to verify your education.

Name of School	School Address	Dates Attended	Field of Study	Date of Graduation	Degree Earned

REFERENCES

Please provide no less than 3 references that are not related to you.

Name	Address	Phone Number	Email address	Years known	Professional or Personal

EMPLOYMENT HISTORY AFFIDAVIT

To the Applicant:

Most positions with Amy Biehl Charter High School involve contact with our student population. You must provide the information requested 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 insert is NOT an automatic bar to employment. Amy Biehl Charter High School 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.

I, _____, being an applicant for, or having been offered a position with Amy Biehl Charter High School, certify that this document is true, accurate, and full disclosure of my professional background history.

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or, if you offered a resignation, your previous employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	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? Or, involving your employer's investigation for sexual abuse of another person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: If you have answered yes to any of the questions above, please attach sheet(s) explaining in detail. Include the date of the misconduct in question, and sign and date each sheet in the upper right corner.

I understand and agree that any offer of employment that I may receive, or have received, from Amy Biehl Charter High School is conditioned upon the School's receipt of information pursuant to a check of my professional history. I further understand and agree that I may be terminated by the School immediately if any information contained in this affidavit is inaccurate or if any information is received by the School is inconsistent with any statement made by me on this affidavit. I further understand that this affidavit in no way replaces the fingerprint criminal background check that I will undergo if I am offered employment based on this employment application.

I authorize the School to check my employment history, including without limitation, evaluations, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. In connection with any request for or provision of such information, I expressly waive any claims, including without limitation defamation, emotional distress, invitation of privacy or interference with contractual relations that I might otherwise have against the School, its agents and officials, or any provider of such information.

I understand that all terms of employment or offers of employment are conditional until the required employment investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Printed Name _____

Signature _____

Date _____

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

By my signature below, I affirm that the information provided on this application and on any accompanying resume, continuation sheets, and other documentation submitted in connection with my application is true and complete to the best of my knowledge. 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 Amy Biehl Charter High School to further consider my application.

I hereby authorize the School and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School 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 THE SCHOOL 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 the School, 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 the School, that the School 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 the School 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.

Printed Name _____

Signature _____

Date _____