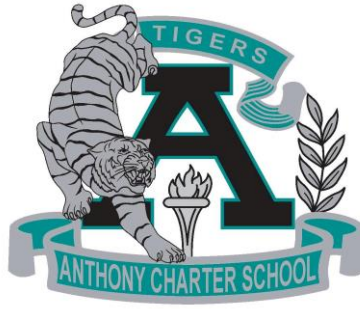


# Support Staff Application



Return to:  
**Anthony Charter School**  
**P.O. Box 355**  
**Anthony, NM 88021**  
 Phone: (575) 882-0600  
 Fax: (575) 882-2116  
 Email: dmarmolejo@acsnm.org

*“An Equal Opportunity Employer”*

**PLEASE PRINT OR TYPE**

A Complete application must be submitted to be considered for employment.

**It is the applicant’s responsibility to make sure your application is complete.**

The application **MUST** include the following:

- 1. Completed Application
- 2. Copy of High School Diploma, GED or proof of enrollment in GED program.
- 3. Three letters of recommendation written within the last 12 months. One must be from a current supervisor. If this is not possible, please contact the Human Resources Director before turning in your application.
- 4. Current Resume
- 5. Letter of Interest

**(It is your responsibility to provide the school site/department with a copy of your letter of interest)**

**A Criminal History Affidavit will be required for all interview finalists.**

<b>▼NAME (LAST)</b>	<b>(FIRST)</b>	<b>(MIDDLE)</b>	<b>SOCIAL SECURITY NUMBER</b>		
<b>▼ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>HOME NUMBER</b>	<b>WORK/CELL NUMBER</b>
<b>Name of person who is in permanent contact with you.</b>					
<b>▼ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>HOME NUMBER</b>	<b>WORK/CELL NUMBER</b>
Do you speak, read or write any language, other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Other Languages Spoken _____ <input type="checkbox"/> Read <input type="checkbox"/> Write					
_____ <input type="checkbox"/> Read <input type="checkbox"/> Write					
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Special Skills, Interests and Hobbies:					

**PLEASE CHECK POSITION(S) AND FILL IN LOCATIONS DESIRED BELOW**

<b>POSITION(S)</b>	
<input type="radio"/> Campus Security <input type="radio"/> Clerical <i>List Position Title:</i> _____ <input type="radio"/> Coaches	<input type="radio"/> Custodial <input type="radio"/> Educational Assistant <input type="radio"/> Nutrition Services <input type="radio"/> Other _____

<b>OFFICE MACHINE SKILLS</b>			
___ Typing ___ wpm	___ Burster	___ Microsoft Windows	___ Novell Groupwise
___ Switchboard ___ wpm	___ 10-Key Calculator	___ Microsoft Excel	___ Other Skills
___ Data Entry	___ Folder/Stuffer	___ Microsoft Word	

**EDUCATION/TRAINING**

NAME OF SCHOOL	MAILING ADDRESS	DATES ATTENDED	DIPLOMA OR GED
High School:			HS Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
University/Vocational School:			Degree/Number of Hours
1.			
2.			

**WORK EXPERIENCE**

Beginning with the present, please account for all years following the completion of high school or grade last attended. Be sure to list any periods of unemployment and state the reason. If any years are unaccounted for, your application will not be considered. If necessary, please attach separate sheet.

DATES (month/year)	EMPLOYER/OTHER Name, Address, City, State, Zip	SUPERVISOR Name and Number	POSITION HELD	REASON FOR LEAVING
1. From: To:				
2. From: To:				
3. From: To:				
4. From: To:				
5. From: To:				

**REFERENCES**

NAME	ADDRESS (Street, City, State, & Zip Code)	PHONE NUMBER	YEARS KNOWN	RELATIONSHIP
1.				
2.				
3.				

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE SURE THAT THEIR APPLICATION IS COMPLETE BEFORE TURNING IN THE APPLICATION.**  
**I understand that the Anthony Charter School will obtain an FBI fingerprint background history on all applicants for employment. I hereby authorize the release of information and further release from liability any and all parties who may supply personal information concerning my employment.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

**AN APPLICATION OVER ONE YEAR WILL AUTOMATICALLY BE DEACTIVATED.**

**Anthony Charter School**  
P.O. Box 355  
Anthony, NM 88021  
PHONE: (575)882-0600 / FAX: (575) 882-0603

**AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE**  
**(To be completed by Applicant)**

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**A COPY OF THIS AGREEMENT, AUTHORIZATION, WAIVER AND RELEASE WILL BE  
SENT TO ALL REFERENCES REQUESTED.**

**APPLICANT PLEASE RETURN THIS FORM WITH YOUR APPLICATION AND REFERENCE  
CHECK FORMS**

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. Failure to provide all or part of the information requested may result in the refusal of the Anthony Charter School to further consider me for possible employment.

I hereby authorize the Anthony Charter School and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Anthony Charter School will send a copy 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 ANTHONY CHARTER SCHOOL UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or 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 Anthony Charter 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 the satisfactory completion of all background checks.

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 Anthony Charter 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.

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**SIGNATURE**

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**DATE**

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**PRINTED NAME**

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**SOCIAL SECURITY NUMBER**