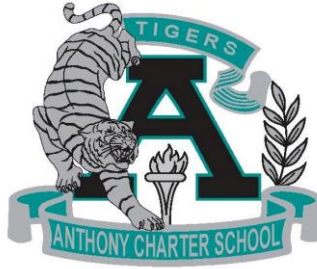


# Certified Application



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”*

Dear Applicant,

Thank you for your interest in the Anthony Charter School. Our school is interested in securing the services of the best teachers available. Only professionally trained teachers with a minimum of a Bachelor's degree in education and a semester of student teaching will be considered. In order to be eligible for openings which may occur in our school, a complete application must be on file.

Listed below are the required documents needed for an application to be placed on file with our district.

1. Letter of Interest.
2. Current Resume.
3. Official Transcripts (Please check one of the following)

- Attached
- Not Attached, Reason \_\_\_\_\_

If you are currently or have previously been employed with the Anthony Charter School and have a transcript on file, please complete the blanks below.

Position Held \_\_\_\_\_, Dates of Employment \_\_\_\_\_

4. Three (3) letters of reference within the last (5) five years, one from immediate supervisor, (student teaching appraisal is acceptable).
5. Copies of New Mexico Licensure Exam scores or out-of-state licensure exam scores.
6. A copy of a current New Mexico Teaching License or a current out of state teaching license.
7. Ancillary applicants must attach a copy of the license issued by the appropriate licensing board.
8. Last two (2) years evaluation results from a New Mexico School District, if applicable.
9. Criminal History Affidavit and Agreement Application, you must also be fingerprinted and background checked with APS.
10. Postcard, self-addressed/ stamped (applicant will only receive the postcard when their file is complete).

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

DEMOGRAPHIC DATA	<b>SOCIAL SECURITY NO.</b>										<b>APPLICATION DATE</b>									
	<b>LAST NAME (MAIDEN)</b>										<b>FIRST NAME</b>					<b>M.I.</b>	<b>JR., ETC.</b>			
	<b>CURRENT ADDRESS (P.O. BOX, STREET NUMBER, APT. STREET NAME)</b>																			
	<b>CITY</b>					<b>STATE</b>					<b>ZIP CODE</b>									
	<b>ALTERNATE ADDRESS (P.O. BOX, STREET NUMBER, APT., STREET NAME)</b>																			
	<b>CITY</b>					<b>STATE</b>					<b>ZIP CODE</b>									
	<b>HOME PHONE NUMBER</b>					<b>ALTERNATE PHONE NUMBERS</b>														
	<b>AREA CODE</b>					<b>NUMBER</b>					<b>AREA CODE</b>					<b>NUMBER</b>				
											<b>WORK:</b>									
										<b>CELL:</b>										

EDUCATION/TRAINING	<i>LIST ALL SCHOOLS ATTENDED</i>				
	Name of School And Location	Course of Study Major/Minor Fields	Diploma/Degree	Mo./Yr. Graduated College Only	Contact Person Name and Phone Number

**LICENSURE**

**MAINTAINING APPROPRIATE LICENSURE IS THE RESPONSIBILITY OF THE INDIVIDUAL. UPON EMPLOYMENT, FAILURE TO MAINTAIN APPROPRIATE LICENSURE MAY BE CAUSE FOR TERMINATION.**

Do you now hold a current New Mexico Teaching License?  YES  NO If yes, you **must** include a copy of License(s).

If no, have you applied for New Mexico Licensure?  YES  NO If yes, Date applied \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever held a one year temporary teaching license (lacked required exams) in New Mexico?  YES  NO

If yes, indicate specific field \_\_\_\_\_

Please indicate which sections of the New Mexico Teachers Assessments Exam you have taken

**ASSESSMENTS:**  Basic Skills  Teacher Competency  None

**CONTENT KNOWLEDGE ASSESSMENTS:**  Elem. Education  Lang. Arts  Reading  Math  Science  
 Social Studies  None

Please indicate which sections of the National Teachers Exam (NTE) you have taken.

Communication Skills  General Knowledge  Professional Knowledge  None

Do you hold a teaching license in another state?  YES  NO If yes, you **must** include a copy of the License(s).

Have you ever completed and passed an out-of-state licensure exam(s)?  YES  NO If yes, you **must** include a copy exam results.

**YOU MUST PROVIDE A COPY OF ALL EXAM RESULTS WHETHER YOU PASS OR NOT WITH THIS APPLICATION.**

Are you an Alternative Licensure Candidate?  YES  NO

If yes, Have you contacted your university regarding your program?  YES  NO

**AREAS OF CERTIFIED SPECIALIZATION**

\_\_\_ ELEMENTARY    \_\_\_ EARLY CHILDHOOD/KINDERGARTEN    \_\_\_ BILINGUAL CERTIFICATION    \_\_\_ ESL

\_\_\_ SECONDARY.    TEACHING FIELDS 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_ K-12    TEACHING FIELDS 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_ SPECIAL EDUCATION: AREA(S) OF SPECIALIZATION \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_ VOCATIONAL:    AREA(S) OF SPECIALIZATION \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**OTHER:** \_\_\_ LIBRARIAN    \_\_\_ COUNSELOR    \_\_\_ NURSE    \_\_\_ DIAGNOSTICIAN    \_\_\_ SOCIAL WORKER

\_\_\_ SCHOOL PSYCHOLOGIST    \_\_\_ SPEECH THERAPIST    \_\_\_ OCCUPATIONAL/PHYSICAL THERAPIST

\_\_\_ READING    \_\_\_ ADMINISTRATIVE

**CREDIT HOURS – INDICATE NUMBER OF SEMESTER HOURS EARNED FOR EACH SUBJECT AREA**

___ ART	___ FRENCH	___ INDUSTRIAL ARTS	___ PSYCHOLOGY
___ BAND	___ GEOGRAPHY	___ JOURNALISM	___ READING
___ BILINGUAL ED.	___ GEOLOGY	___ KINDERGARTEN / EARLY CHILD	___ RUSSIAN
___ BIOLOGY	___ GERMAN	___ LATIN	___ SOCIAL STUDIES (Other)
___ BUSINESS/COMMERCIAL	___ GOVERNMENT	___ LIBRARY SCIENCE	___ SOCIOLOGY
___ CHEMISTRY	___ HEALTH	___ MATHEMATICS	___ SPANISH
___ EARTH SCIENCE	___ HISTORY	___ MUSIC (VOCAL)	___ SPECIAL ED (Hearing Impaired)
___ ECONOMICS	___ HISTORY (US)	___ ORCHESTRA	___ SPECIAL ED (GENERAL)
___ ENGLISH	___ HISTORY (WORLD)	___ PHYSICAL ED	___ SPECIAL ED (Visually impaired)
___ ESL	___ HOME ECONOMICS	___ PHYSICS	___ SPEECH/DRAMA
		___ SPEECH THERAPY	

STUDENT TEACHING	<b>STUDENT TEACHING EXPERIENCE</b>						
	Dates		SUBJECT/ GRADE LEVEL	Cooperating Teacher	School	SCHOOL/ADDRESS CITY/STATE	PHONE NUMBER
	From MO/YR	TO MO/YR					
UNIVERSITY SUPERVISOR		UNIVERSITY	COMPLETE MAILING ADDRESS WITH ZIP CODE			PHONE NUMBER	

WORK EXPERIENCE	<b>WORK EXPERIENCE AND REFERENCES</b>								
	<p>Please account for all years following the completion of high school or grade last attended beginning with the most current. Be sure to list any breaks in employment periods and state the reason. If any years are unaccounted for, your application will not be considered. If necessary, please attach separate sheet, for other references. If you have more than one reference for an employer, please list names under supervisor column.</p>								
	DATES		FT* PT*	EMPLOYER and Mailing Address	POSITION & TITLE GRADE LEVEL OR SUBJECT	TITLE & FULL Name of Supervisor	PHONE # Of Supervisor	Name used if Different	REASON FOR LEAVING
	FROM MO/YR	TO MO/YR							

\*FT = FULL TIME \*PT = PARTTIME

**EMPLOYMENT PREFERENCES:** Indicate below the level/subject combination(s) in which you are endorsed or qualified to teach.

**Middle School (6-8)**

Subject Area Qualified 1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

**Special Education:**

Area Qualified: Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High School \_\_\_\_\_

School Psychologist \_\_\_\_\_ Speech Language Pathologist \_\_\_\_\_ Diagnostician \_\_\_\_\_

**Support Service Provider:**

Area Qualified: Social Worker \_\_\_\_\_ School Nurse \_\_\_\_\_ Reading/Math Specialist \_\_\_\_\_

Counselor \_\_\_\_\_ Other \_\_\_\_\_

**ACTIVITIES** (Check the following which you are able to coach, direct or sponsor. Circle "B" for Boys and/or "G" for Girls)

Volleyball	B	G	Chorus	_____	Yearbook	_____	Art	_____
Basketball	B	G	Soccer	B G	Debate	_____	Speech	_____
Cross Country	B	G	Softball	B G	Dramatics	_____	Athletic Trainer	_____
Football	B	G	Baseball	B G	Newspaper	_____	Other	_____

Are you currently authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the basis for the authorization? \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever plead guilty to a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

I swear under the penalty of perjury that the foregoing statements and all things related thereto are true and correct. I further acknowledge that by the making of a false statement, the furnishing of false information or the withholding of pertinent information in connection with this application will constitute grounds for dismissal.

I understand that the Anthony Charter School will obtain an FBI Fingerprint background history upon employment; and I hereby authorize the release of information and further release from liability any and all parties who may supply personal information concerning my employment.

PLEASE NOTE

**THIS APPLICATION IS INCOMPLETE IF NOT ACCOMPANIED BY ITEMS 1-10 LISTED ON PAGE 1 OF THIS APPLICATION.**

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Date

Anthony Charter School  
Post Office Box 355  
Anthony, NM 88081  
Phone: (575) 882-0600  
Fax: (575) 882-0603

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

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 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.

\_\_\_\_\_  
**SIGNATURE**

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

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

ANTHONY CHARTER SCHOOL \*P.O. Box 355 \*Anthony, New Mexico 88081 \*Phone: 575-882-0600

Insert to Employment Application  
**CRIMINAL HISTORY AFFIDAVIT**  
 Applicant/New Employee

Dear Applicant: Most positions with the Anthony Charter School involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. *This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.*

I, \_\_\_\_\_, certify that this document is a true, accurate, and full disclosure of  
**PRINT FULL NAME**  
 my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. Anthony Charter School will consider the nature of any conviction or alleged conduct underlying the affirmative response and the position for which you are applying.

**COMPLETE SECTION I AND II**

**SECTION I** (Check ONE of the following two statements)

\_\_\_\_\_ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in this jurisdiction or any other jurisdiction.

**OR**

\_\_\_\_\_ I certify that the statements I attach to this form (see NOTE at bottom of Section II) give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

**SECTION II** (Please check yes or no for the following questions)

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?	___yes ___no
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position for misconduct or for any other reason?	___yes ___no
3.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct or any other misconduct?	___yes ___no
4.	Have you ever been convicted of a sex- or drug-related offense or alcohol-related offense (i.e. DWI)?	___yes ___no
5.	Have you ever been charged with, or investigated for sexual abuse of another person?	___yes ___no
6.	Have you ever been charged with, pled guilty or no contest (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime?	___yes ___no
7.	Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of no contest, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	___yes ___no

NOTE: If you have answered yes to any of the previous seven questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.

The crimes referred to in this document include but are not limited to:

- |                                                           |                                   |
|-----------------------------------------------------------|-----------------------------------|
| 1. Sexual abuse of a minor                                | 10. Molestation of a child        |
| 2. Incest                                                 | 11. Sexual conduct with a minor   |
| 3. Sexual assault                                         | 12. Aggravated assault of a minor |
| 4. Sexual exploitation of a minor                         | 13. First or second degree murder |
| 5. Contributing to the delinquency of a minor             | 14. Voluntary manslaughter        |
| 6. Distribution of marijuana, or dangerous narcotic drugs | 15. Kidnapping                    |
| 7. Commercial sexual exploitation of a minor              | 16. Arson                         |
| 8. Dangerous crime against a child or children            | 17. Burglary or Robbery           |
| 9. Child abuse                                            | 18. D.U.I./D.W.I.                 |

**I understand and agree** that any offer of employment that I may receive, or have received, from ANTHONY CHARTER SCHOOL is conditioned by law upon the school's receipt of information pursuant to a fingerprint-based check of my personal and 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 received by ANTHONY CHARTER SCHOOL is inconsistent with any statement made by me on this affidavit.

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

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

\_\_\_\_\_  
**SIGNATURE**

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

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SOCIAL SECURITY Number**

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
My Commission Expires  
(SEAL)

\_\_\_\_\_  
Notary Public

Proposed: 01/06





**TO REQUEST AN APPLICATION PACKET FOR INITIAL  
NEW MEXICO LICENSURE PLEASE CONTACT:**

**New Mexico State Department of Education  
Education Building  
Professional Licensure Unit  
300 Don Gaspar  
Santa Fe, NM 87501-2786**

**(505) 827-5821**

**[LicensureUnit@state.nm.us](mailto:LicensureUnit@state.nm.us)**

**<http://www.ped.state.nm.us>**

