

# McCURDY CHARTER SCHOOL

PO Box 2250  
Española, NM 87532  
Telephone (505)692-6090  
Fax (505)692-6095

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Position(s) Applied For (List all): \_\_\_\_\_

## Application for Non-Certified School Position

Thank you for your interest in McCurdy Charter School.

- Complete this application in its entirety- "See Resume" is not sufficient.
- Complete and sign all necessary pages and forms.
- Attach unofficial copies of all college/university transcripts for each degree that you hold (Official upon hire).
- Attach a copy of your active teaching license, or substitute license.
- Attach any other information you feel will enhance your application.
- Mail Application to:

McCurdy Charter School  
Human Resources Department  
PO Box 2250  
Española, NM 87532

or Fax to 505-692-6095

**An Equal Opportunity Employer.**

**McCurdy Charter School Does Not Discriminate On The Basis of Race, Religion, Sex, Age, or Disability.**

## Application for Non-Certified School Position

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT VACANCIES

Date of Birth \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle In. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been employed by McCurdy Charter School? Yes \_\_\_ No \_\_\_  
If so, when? \_\_\_\_\_

Please list all other names used: \_\_\_\_\_

Are you related to and/or have a close relationship with an employee of MCS? Yes \_\_\_ No \_\_\_ if yes,  
please provide name and relationship \_\_\_\_\_

High School Diploma: \_\_\_\_\_

Completion Date \_\_\_\_\_

BA Institution: \_\_\_\_\_

Completion Date \_\_\_\_\_

MA Institution: \_\_\_\_\_

Completion Date \_\_\_\_\_

### Job Categories

Posted Vacancy (enter title of Job) \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting Technician/Business Specialist     | <input type="checkbox"/> Secretary, Clerk, Admin. Assistant |
| <input type="checkbox"/> Custodian                                     | <input type="checkbox"/> Security                           |
| <input type="checkbox"/> Educational Assistant/Instructional Assistant | <input type="checkbox"/> Technology Specialist              |
| <input type="checkbox"/> Personnel/ HR                                 | <input type="checkbox"/> Volunteer                          |

Coach-Specify Sport \_\_\_\_\_

\*Instructional Assistants requirement: High School Diploma or equivalent required and must be 18 years of age for Elementary level and must be 21 years of age for Secondary level.

## Licensure/Certification(s)

IMPORTANT: Please list all licenses that you currently hold

Category:	State:	License #:	Date of Issue:	Date of Expiration:

## Miscellaneous

1. Are you available to work (please circle)      Full-time      Part-time      Temporary

2. On what date will you be available? \_\_\_\_\_

3. Please list machines and equipment you are capable of operating which pertain to the position for which you are applying: \_\_\_\_\_

---

4. Do you possess a valid New Mexico's driver's license?      Yes      No

5. Do you possess a commercial driver's license?      Yes      No

6. With what endorsements? \_\_\_\_\_

(A driver's license is not a prerequisite for all employment, but some positions do require an employee to operate a motor vehicle as a part of his/her job duties. State law requires such employees to possess a valid New Mexico driver's license.)

**Important:** Will you be available for special emergency assignments, such as snow removal or building security, on short notice, at odd or unusual hours?      Yes      No

**APPLICANT PLEASE NOTE:**

All documents obtained through the application process become the property of McCurdy Charter School and cannot be returned to the applicant. All of the above mentioned documents must be on file at the office of Human Resources to be considered for employment.

**WORK EXPERIENCE (In Chronological Order)**

**IMPORTANT: Please list all work experience, "See Resume" is NOT sufficient  
(Account for all periods of time including layoffs, etc.)**

<b>Date- From Mo/Yr.</b>	<b>Date- To Mo/Yr.</b>	<b>Type of Work</b>	<b>Hours per Week</b>	<b>Employer's Name</b>	<b>Address/ Phone</b>

**COACHING EXPERIENCE (In Chronological Order)**

**IMPORTANT: Please list all coaching experience**

<b>From Mo/Yr.</b>	<b>To Mo/Yr.</b>	<b>Sport</b>	<b>Level</b>	<b>School District</b>	<b>Address/Phone</b>

## Background information

1. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state?

Yes \_\_\_ No \_\_\_

2. Have you ever had an application for license, permit, credential or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state?

Yes \_\_\_ No \_\_\_

3. Have you ever been disciplined, reprimanded, suspended or discharged, from any employment because of allegations of misconduct?

Yes \_\_\_ No \_\_\_

4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?

Yes \_\_\_ No \_\_\_

5. Have you ever failed to fulfill the terms of a teaching or administrative contract?

Yes \_\_\_ No \_\_\_

If you answered "yes" to any of the questions 1-6 above:

- Provide a complete narrative description of the details about your answer(s) on a separate sheet, including dates, places, school system, and circumstances.

6. Do you currently have any outstanding criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or any other state?

Yes \_\_\_ No \_\_\_

7. Have you ever been fingerprinted as a result of any arrest or been detained for any crime or violation of the law? (The question is about ever having been fingerprinted, not about the disposition of the case.)

Yes \_\_\_ No \_\_\_

8. Have you ever pled guilty to, or been convicted of, any crime or violation of the law including entering a plea of no contest or receiving a deferred or suspended sentence? (Minor traffic violations do not have to be reported.)

Yes \_\_\_ No \_\_\_

9. Are you currently delinquent in payment of court-ordered child support?

Yes \_\_\_ No \_\_\_

If you answered "yes" to any of the question 6-9 above

- Provide a complete narrative description of the details about your answer(s) on a separate sheet, including the nature of the offense, charge, warrant or condition, the name and location of the arresting agency, if any, and the date of the arrest.
- Provide relevant court disposition papers including a complete copy of the judgment and satisfactory completion of the sentence.
- If court documents are not available, submit a letter from an official of the court certifying that documents are not available.

10. Have you ever had a court-ordered screening for alcohol or drug dependence?

Yes \_\_\_ No \_\_\_

If you answered "yes" to question 10 above:

- Contact the appropriate agency and request that a copy of the alcohol or drug dependence screening is forwarded to MCS, also provide evidence of completion of any such treatment, counseling, or alcohol and drug instructional program.

## Inquiries, Investigations, & Convictions

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name Legibly

**Please read carefully:**

Because of the tremendous responsibility McCurdy Charter School has to its students and community, the following information is required from all applicants and employees regarding convictions, inquiries and investigations.

### 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 must report any convictions, inquiries or investigations that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Human Resources Officer. Please read carefully and answer every question.

Have you ever been convicted, including a convictions based on a plea of no contest, of any misdemeanor in New Mexico or any other state or place? \_\_\_\_\_Yes \_\_\_\_\_No

1. Have you ever been convicted, including a convictions based on a plea of no contest, of any felony in New Mexico or any other state or place? \_\_\_\_\_Yes \_\_\_\_\_No
2. Have you been the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in New Mexico or any other state or place regarding alleged misconduct or while allegations of misconduct were pending? \_\_\_\_\_Yes \_\_\_\_\_No
3. Have you ever been the subject of any inquiry or investigation by a school or a school district, a law enforcement agency, or by a licensing agency in New Mexico or any other state or place regarding alleged misconduct or other concerns that involved children/ young adults? \_\_\_\_\_Yes \_\_\_\_\_No
4. Have you ever been dismissed, non-reelected, suspended without pay for more than ten days, retired, resigned, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending? \_\_\_\_\_Yes \_\_\_\_\_No
5. Have you ever had any professional or vocational license or any credential, including but not limited to, any Certificate of Clearance, permit, credential license, or any document authorizing public school service or teaching, privately admonished, publicly reprovved, suspended, revoked, voided, self-revoked and/or otherwise subjected to any other disciplinary action for cause in New Mexico or any other place? \_\_\_\_\_Yes \_\_\_\_\_No

If any of the questions above were marked “Yes”, provide a written explanation. Include the following information: Charges, Dates, court, City and State, time, and length of probation period or jail term. [Conviction refers to 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.]

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

\_\_\_\_\_  
Date

## EMPLOYMENT AGREEMENTS

1. The applicant must give notice of any conviction, inquiries or investigations for serious misconduct against children or young adults. Serious misconduct is defined as Assault, Aggravated Assault, Sexual Assault, Child Molestation, and Sexual conduct with a Minor, Sexual Exploitation of a Minor, Child Abuse, Kidnapping and Sexual Abuse.
2. All employment with McCurdy Charter School is conditional until the Director 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 criminal background clearance and drug screening. I will pay the required amount to complete my criminal background clearance. I understand the results of these screenings will be used to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with McCurdy Charter School, 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 McCurdy Charter School to further consider me for possible employment.
6. I understand that an employment offer is contingent upon confirmation from McCurdy Charter School's Director, and that all background checks and drug test results prove to be satisfactory.

---

Signature of Applicant

---

Date

*Revised January 14, 2013*

## **AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE FORM**

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

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 may send a copy of the Agreement and Authorization to each individual or entity from whom it is seeking 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 may 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 I am actually recommended for employment, I will submit to a pre-employment drug screening, as well as a criminal background check 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, Section 28, Article 2), 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 and drug screening tests. I further understand and agree that if the results of any such check or test 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 McCurdy 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 of Applicant

---

Date

---

Printed Name of Applicant



## PROFESSIONAL REFERENCES

INCLUDE ONLY SUPERVISORS WHO KNOW YOUR WORK. IF YOU ARE PRESENTLY EMPLOYED, INCLUDE YOUR IMMEDIATE SUPERVISOR OR PRINCIPAL. ALL MATERIAL OBTAINED THROUGH THE APPLICATION PROCESS BECOMES THE PROPERTY OF MCCURDY CHARTER SCHOOL.

NAME	ADDRESS	TELEPHONE #	OFFICIAL POSITION

**READ AND SIGN:**

**I UNDERSTAND ANY FALSE STATEMENTS OR MISREPRESENTATION OF FACTS ON ANY PORTION OF MY COMPLETED APPLICATION ARE GROUNDS FOR IMMEDIATE DISMISSAL.**

I HEREBY AUTHORIZE MCCURDY CHARTER SCHOOL TO CONDUCT A REFERENCE AND CRIMINAL BACKGROUND CHECK AND INVESTIGATE ALL STATEMENTS AND INFORMATION PROVIDED ON THE APPLICATION. I UNDERSTAND THE INFORMATION IS ONLY FOR THE USE OF THE EMPLOYER AND SEARCH COMMITTEE TO WHOM IT IS MAILED AND NOT TO BE TRANSFERRED TO ANY OTHER PARTY. I UNDERSTAND THAT CONSIDERATION FOR EMPLOYMENT IS CONDITIONAL UPON THE RESULTS OF A REFERENCE CHECK AND/OR CRIMINAL BACKGROUND CHECK.

I HEREBY CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE, ACCURATE, AND FULL DISCLOSURE, TO THE BEST OF MY KNOWLEDGE AND BELIEF. I WAIVE THE RIGHT TO HOLD LIABLE THOSE PERSONS WHO'S NAMES APPEAR ON THE APPLICATION FORM.

**I HEREBY WAIVE ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OR REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING INFORMATION CONCERNING MY BACKGROUND UNDER GUARANTEE OF CONFIDENTIALITY AND ALSO WAIVE ACCESS TO REVIEW CONFIDENTIAL INFORMATION OBTAINED.**

I CERTIFY THAT THIS APPLICATION IS COMPLETE AND ACCURATE AND THAT ANY MISSTATEMENT OF MATERIAL FACTS WILL BE GROUNDS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION IN THE SELECTION PROCESS, OR, IF HIRED, GROUNDS FOR DISCHARGE

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

**Mail completed application to:**

**McCurdy Charter School  
Human Resources Department  
PO Box 2250  
Española, NM 87532**

**or Fax to (505)692-6095**

**An equal opportunity employer. We do not discriminate on the basis of Race, Religion, Sex, Age, or Disability.**