

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): _____

Check all that apply:

- Elementary Substitute Teacher Secondary Substitute Teacher Both Schools

APPLICATION FOR SUBSTITUTE

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, if applicable.
- 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 SUBSTITUTE POSITION

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR EMPLOYMENT VACANCIES.

Social Security Number: _____

Last Name: _____ First Name: _____ MI _____

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 _____

Do you meet the age requirements for this position? Yes ___ No ___

High School Diploma: _____

Completion Date _____

BA Institution: _____

Completion Date _____

MA Institution: _____

Completion Date _____

SUBSTITUTE POSITIONS

I can work daily OR I can ONLY work the following days and times:

Monday

Tuesday

Wednesday

Thursday

Friday

Substitute Custodian

Substitute Educational Assistant*

Substitute Security Guard

Substitute Teacher*

Substitute Secretary

*Substitute Teacher and Substitute Instructional Assistant positions require a substitute teacher/educational assistant license. License applications are available at <http://ped.state.nm.us/Licensure/2010/forms.html>

WORK EXPERIENCE (Most Recent First)

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

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

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 criminal background checks and drug screening 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

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.

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: _____