



# South Valley Preparatory School



*"Home of the Aztecs"*

2551 Karsten Ct. SE Albuquerque, NM 87102  
Phone: (505) 222-5642 Fax: (505) 222-5647

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_  
POSITION APPLYING FOR: \_\_\_\_\_

### SOUTH VALLEY PREPARATORY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

South Valley Preparatory 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 American 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: \_\_\_\_\_  
Last First Middle Initial

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Are you legally authorized to work in the U.S? (If offered a position to work at South Valley Preparatory 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.)  YES  NO

Languages Spoken:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Have you ever previously worked for any Albuquerque School District?  Yes  No  
If yes where and in which position? \_\_\_\_\_  
Date(s) \_\_\_\_\_

NEW MEXICO TEACHING LICENSE  
ISSUE DATE: (Attach copy) \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_ ENDORSEMENT: \_\_\_\_\_  
CERTIFICATION / LICENSE LEVEL: \_\_\_\_\_  
HIGHLY QUALIFIED STATUS: \_\_\_\_\_  
Have you successfully completed the New Mexico Teacher Assessment?  Yes  No

## WORK EXPERIENCE

Former employers: Begin with most recent and do not skip any employer	Dates Employed mo/yr	Nature of work	Salary Start & End	Reasons for Leaving*	Immediate Supervisor
<hr/> Name <hr/> Address <hr/> city, state and zip <hr/> Phone number	From:  To:				
<hr/> Name <hr/> Address <hr/> city, state and zip <hr/> Phone number	From:  To:				
<hr/> Name <hr/> Address <hr/> city, state and zip <hr/> Phone number	From:  To:				

**EDUCATION** – For positions requiring a degree, please enclose a copy of college transcripts

_____	_____	_____	_____	Did you graduate? Y/N Do you hold a GED? Y/N
High School	City	State	Date of Graduation	
_____	_____	_____	_____	_____
Vocational	City	State	Date of Graduation	Degree of Major Field of Study
_____	_____	_____	_____	_____
Undergraduate College	City	State	Date of Graduation	Degree of Major Field of Study
_____	_____	_____	_____	_____
Undergraduate College	City	State	Date of Graduation	Degree of Major Field of Study
_____	_____	_____	_____	_____
Graduate College	City	State	Date of Graduation	Degree of Major Field of Study
_____	_____	_____	_____	_____
Business or Professional School	City	State	Date of Graduation	Degree of Major Field of Study

**PROFESSIONAL REFERENCES**

NAME	TITLE	ADDRESS	EMAIL	PHONE

**PLEASE READ BEFORE COMPLETING THE FOLLOWING SECTIONS:**

The following legal questions and background information allow us as a school to determine your eligibility for employment in a position where you may have daily contact with children. It is important that you answer the following questions honestly. Background checks are performed on all applicants for employment with South Valley Preparatory School and will reveal all instances in which you may have been arrested, summoned, charged or convicted for minor (such as underage drinking, shoplifting, simple assault, motor vehicle violations, etc.) and major offenses, both locally and nationally. If these types of things have occurred in you past, and you deny knowledge of such occurrences by answering “no” to the applicable question (s), you will automatically be disqualified from employment with South Valley Preparatory School for at least one year. If you have instances in the past which would require a good faith answer of “yes” to any of the following questions, this will not bar you from employment consideration; each case is judged individually and many offenses, particularly minor ones, may not prevent you from being employed by South Valley Prep.

<b>ALL APPLICANTS</b>			
	YES	NO	Applicant’s Initials
1. Have you ever been convicted of committing a felony, misdemeanor or petty offense including deferred sentences (other than a misdemeanor traffic offense of traffic infraction)?			
2. Are any criminal charges, felony, misdemeanor or petty offense (other than minor traffic violations), currently pending against you?			
3. As a result of an agreement with any former employer have you ever had a file sealed or expunged? Or, have you ever had any document removed from your employment file?			
4. Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge by any employer?			
5. Have you ever been charged with any offense involving the sexual molestation, physical or sexual abuse, rape of a child including deferred sentences?			
6. Have you ever been disciplined, discharged, or asked to resign/leave a position with former employee because you engaged in sexual harassment or sexual discrimination against a fellow worker, an employee or student?			
If you answered yes to any of the above questions, please explain the circumstances in detail in the space provided. Include the nature of the charge, the court, the date, and the disposition of the case. (Use separate piece of paper if necessary to give a complete explanation.)			

**ACKNOWLEDGEMENT, RELEASE AND AUTHORIZATION**

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BEFORE SIGNING.

I am the applicant in the foregoing referenced application, and verify that the statements and representations made in this application are true and correct. I understand I have a responsibility to promptly notify South Valley Preparatory School of any material changes that may affect my employment which occur after filing of said application. I understand that false or misleading information given in my application, employment records or interviews may result in disqualification as a candidate, withdrawal of employment offer, and /or discharge.

I understand that this application is not, not is it intended to be a contract of employment. I understand also, that I am required to abide by all rules, regulations, and Governing Council policies of South Valley Preparatory School.

I understand that South Valley Preparatory School may conduct examinations into my background, including but not limiting itself to, employment history, driving record and criminal record. I authorize any former employer, person, firm, corporation, school, college, credit agency or governmental agency to give South Valley Preparatory School pertinent information they may have regarding me. The authorization to obtain records and information is not intended to permit the release of my medical records, medical information contained in my employment of educational records, or any information relating to any workers' compensation claims that may have been filed in conjunction with any prior employment, except as may be authorized by federal or state law. I understand that by signing below I consent to such examinations, and that as a condition of employment, a background investigation may be conducted.

In consideration of South Valley Preparatory School's review of this application, I release the School and all providers of information from any liability as a result of furnishing and receiving this information. This authorization shall remain in effect during the course of my employment with South Valley Preparatory School for the purpose of verifying any information contained in my employment application.

I understand that any offer of employment is conditional upon the results of a legally required background check, verifying felony or misdemeanor convictions and may be conditional upon the results of a post offer medical inquiry and / or medical examination.

Applicants for employment with South Valley Preparatory School have rights under the Fair Credit Reporting Act. Under this law, the school may get a report from a consumer reporting agency on you when (1) considering your application for employment, (2) deciding whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment decisions directly affecting you.

If any information from a report is used, in whole or part, in making an adverse decision with regard to your employment, before making the adverse decision, we will provide you with a copy of the consumer report and a summary of your rights under the Fair Credit Reporting Act.

I hereby certify the information contained in this application to be true and correct to the best of my knowledge and agree to have any of the statements checked by South Valley Preparatory School unless I indicate otherwise. I understand any misrepresentation, falsification, exaggeration or material omission of information on this application, in my resume, or during the interview process may result in my failure to receive an offer of employment, or if I am hired, may result in my employment being rendered void, or may be grounds for termination even if my performance has been otherwise satisfactory.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE