



Norma L. Cavazos — Superintendent

Jason Binion, Business Manager

**APPLICATION FOR NON-CERTIFIED  
EMPLOYMENT**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Address (Mailing) \_\_\_\_\_ Social Security# \_\_\_\_\_

Telephone# \_\_\_\_\_

(If no telephone at home, at what number can a message be left? \_\_\_\_\_)

At what School would you be willing to work?

Work as? \_\_\_\_\_ Gallina \_\_\_\_\_ Lybrook  
\_\_\_\_\_ Cook \_\_\_\_\_ Custodian \_\_\_\_\_ Instructional Assistant  
\_\_\_\_\_ Substitute (Teacher, Cook, Custodian)  
\_\_\_\_\_ Other \_\_\_\_\_

Do you have transportation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives currently on the Board of Education? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who: \_\_\_\_\_

Do you have any relatives currently employed by the district? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who: \_\_\_\_\_

Describe any past experiences and qualification which fit you for this work: \_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Circle highest grade completed:                    5        6        7        8        9        10        11        12

List High School from which you graduated (if any): \_\_\_\_\_

Describe any additional education or training beyond high school, including name and location of school dates of attendance, course of study and any certificate, diploma or degree earned.

\_\_\_\_\_

\_\_\_\_\_

Prior Work History: List in order, with last or present job first.

Employer (Company and Location) \_\_\_\_\_

Supervisor (Name and Telephone#) \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Description of your Duties: \_\_\_\_\_

Reason for Leaving (or desiring to leave): \_\_\_\_\_

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Employer (Company and Location) \_\_\_\_\_

Supervisor (Name and Telephone#) \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Description of your Duties: \_\_\_\_\_

(Use another sheet of paper to list additional work history)

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References: Names, Companies, Addresses and Telephone numbers of three persons who can speak about your ability to do the job.

| Name of Occupation         | Address                 | Telephone               |
|----------------------------|-------------------------|-------------------------|
| 1. _____<br>_____<br>_____ | _____<br>_____<br>_____ | _____<br>_____<br>_____ |
| 2. _____<br>_____<br>_____ | _____<br>_____<br>_____ | _____<br>_____<br>_____ |
| 3. _____<br>_____<br>_____ | _____<br>_____<br>_____ | _____<br>_____<br>_____ |

### Applicant's Certification and Agreement

I hereby certify that the facts set forth in this application are complete to the best of knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and work history related to this application.

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

The Jemez Mountain School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, religion, age sex, marital status or handicap in compliance with Federal and State Laws.