



Dan Padilla, Superintendent

Jason Binion, Business Manager/AD

**APPLICATION FOR CERTIFIED  
EMPLOYMENT**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_  
Address (Mailing) \_\_\_\_\_ Social Security# \_\_\_\_\_  
Telephone# \_\_\_\_\_ What position are you applying for? \_\_\_\_\_

**I. To the applicant: Please read the following and sign below.**

The Jemez Mountain Public Schools is an equal opportunity employer, and does not discriminate based on race, sex, color, national origin, religion, disability, gender identity, or sexual orientation.

1. For which position are you qualified?

a. Check all that apply:

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Educational Assistant | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Counselor     | <input type="checkbox"/> Librarian             | <input type="checkbox"/> Coach   |

b. "See resume" is not acceptable and will not be considered as a complete application.

c. Date of availability: \_\_\_\_\_

1. Please let us know if you require an accommodation to allow you to complete the application form, or for any other aspect of the application process.

2. You must complete this application in full and provide ALL information requested. If you do not have all the requested information with you, take the application with you, and return it completed later. An incomplete application **will not be considered**.

3. The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge, regardless of when the misrepresentation or omission is discovered.

4. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalist will also be subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.

Antonette Serrano  
President

Emily Vigil  
Vice-President

Robert Vigil  
Board Secretary

Pearl Trujillo  
Board Member

Veronica Trujillo  
Board Member



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5. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to the Criminal Offender Employment Act, NMSA 1978 section 28-2-4 and 28-2-5, may be a basis for refusing employment.

6. This application is only for the position applied for. It is necessary to fill out an application for future employment positions. If you want to be considered for employment with the District, you must complete a new application for employment.

I have read and understand the foregoing:

\_\_\_\_\_  
Applicant's Signature

**II. Education**

College/University	Address/Telephone No.	Years Attended	Major	Degree/Year	Name of contact or reference

(Continue on separate sheet if necessary)

**III. Student Teaching Experience (Must be completed if applicant has completed fewer than three full consecutive school years in education.)**

School Name	School Address/Telephone No.	Start-End Dates	Courses or Grades	Name of Supervisor

(Continue on separate sheet if necessary)



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**IV. Language Skills (other than English)**

Language	Speak (yes/no)	Read (Yes/no)	Write (yes/no)

**V. Certifications**


(Continue on separate sheet if necessary)

**VI. References**

Name	Employer	Phone Number	Position / Relationship to Applicant

**Note: Family members must not be listed as references. Please include one previous supervisor.**