

Are you legally authorized to work in the U.S.? (If offered a position to work at Sendero School of Academics and Career Preparation, you will be required to complete an Employment Eligibility Verification form (I-9) and produce documentation of your identity and authorization to work in the United States)

- Yes
- No

Languages Spoken:

1. _____

- Fluent
- Proficient
- Limited

2. _____

- Fluent
- Proficient
- Limited

Have you previously worked for any New Mexico School District(s) or Charter Schools?

- Yes
- No

If yes, where and in which position? _____

Date(s) _____

NEW MEXICO PUBLIC EDUCATION LICENSE

ISSUE DATE: (Attach Copy) _____ **EXPIRATION DATE:** _____

GRADE LEVEL: _____ **ENDORSEMENT(S):** _____

CERTIFICATION/LICENSURE TYPE: _____

OTHER STATES WHERE LICENSE IS HELD: _____

WORK RECORD – Must be completed by all applicants

May we contact? Yes No

Former Employers:	Dates Employed: month/year	Position	Salary Start	Salary End	Immediate Supervisor
Name	From				Name:
Address	To				Title:
City, State and Zip					
Phone Number		Reason for Leaving:			
Name	From				Name:
Address	To				Title:
City, State and Zip					
Phone Number		Reason for Leaving:			
Name	From				Name:
Address	To				Title:
City, State and Zip					
Phone Number		Reason for Leaving:			

ATTACH ADDITIONAL SHEETS AS NECESSARY

EDUCATION

HIGHEST EDUCATION LEVEL: _____

				Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
High School	City	State	Date of Graduation	Do you hold a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vocational	City	State	Date of Graduation	Degree and Major Field of Study
Undergraduate College	City	State	Date of Graduation	Degree and Major Field of Study
Graduate College	City	State	Date of Graduation	Degree and Major Field of Study
Business or Professional School	City	State	Date of Graduation	Degree and Major Field of Study

FOR POSITIONS REQUIRING A DEGREE, PLEASE ENCLOSE A COPY OF COLLEGE TRANSCRIPTS FOR ALL COURSE WORK. OFFICIAL TRANSCRIPTS WILL BE REQUIRED FOR FINALISTS.

PROFESSIONAL REFERENCES – Not Relatives

NAME	TITLE	ADDRESS	EMAIL	PHONE

MUST INCLUDE AT LEAST THREE (3) REFERENCES

HB 128 WAIVER FORM & EMPLOYER HISTORY

To the Applicant:

Most positions with **Sendero School of Academics and Career Preparation** involve contact with our student population. You must provide the information below to help us evaluate your suitability to perform in this capacity. As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered. An affirmative answer provided by you on this is **NOT** an automatic bar to employment.

Sendero School of Academics and Career Preparation will consider the nature of any alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the alleged conduct underlying the affirmative response and the position for which you are applying. If the alleged conduct is directly related to the position for which you have applied, you may be required to provide additional information.

I, being an applicant for, or having been offered, a position with **Sendero School of Academics and Career Preparation**, certify that this document is true, accurate, and a full disclosure of my professional background history.

	Yes	No
Are you eligible to work in the United States?		
Are you presently being investigated or under a procedure to consider your discharge for misconduct including child abuse or neglect, sexual misconduct, or any sexual offense by your present employer, or if you offered a resignation, your previous employer?		
Have you ever been under investigation for, or have been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, unless the allegations were false or unsubstantiated?		
Have you ever been reprimanded for misconduct?		
Have you ever been disciplined for misconduct?		
Have you ever been discharged for misconduct?		

Have you ever resigned, or been asked to resign, from a prior position for misconduct?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, unless the allegations were false or unsubstantiated?		
Have you ever had a professional license or certificate denied, suspended, surrendered, or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of inappropriate sexual contact with another person?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation for sexual abuse of another person?		

NOTE: If you have answered yes to any of the questions above, please explain in detail in the text box below. Be sure to include the date of the misconduct in question.

Please list below all current and former employers in which you had unsupervised access with children or were a volunteer in a position involving unsupervised contact with children or students.

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: _____ To: _____

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: _____ To: _____

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: _____ To: _____

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: _____ To: _____

Employer Name:	Position Held:
Address:	Phone Number:
Other Relevant Contact Information:	
Dates of Employment	From: _____ To: _____

I understand that for my application to be considered, the following affirmations must be initialed by me as the applicant.

By the initials and signature below I, the applicant, certify that the information provided in or attached to this application is complete, accurate, true to the best of my knowledge, and current as of the date below. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment.

_____ I hereby authorize **Sendero School of Academics and Career Preparation** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. Such background check(s) may include but not be limited to my criminal record, driving record, employment history, and credit report. I understand the **Sendero School of Academics and Career Preparation** may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of **Sendero School of Academics and Career Preparation's** choice.

_____ I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have.

_____ I authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish **Sendero School of Academics and Career Preparation** or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

_____ I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information.

_____ I understand that the use of illegal drugs is prohibited. In accordance with **Sendero School of Academics and Career Preparation** policy, I am willing to submit to drug testing to detect the use of illegal drugs after any job offer has been made, and prior to starting employment.

_____ I understand that an offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except the Head Administrator of **Sendero School of Academics and Career Preparation**. Any employment agreement will only be valid and binding when the agreement is expressly set forth in a written document signed by an authorized representative of **Sendero School of Academics and Career Preparation**.

By checking this box, you are certifying that you have read and agreed to all the terms of the above statements.

Name of Applicant: (Printed) _____

Signature of Applicant: _____

Date: _____

ORIGINAL SIGNATURE AND DATE REQUIRED PRIOR TO OFFICIAL OFFER OF EMPLOYMENT

ACKNOWLEDGEMENT, RELEASE & 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 Sendero School of Academics and Career Preparation 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, nor is it intended to be a contract of employment. I understand also that I am required to abide by all rules, regulations, and Board policies of Sendero School of Academics and Career Preparation.

I understand that Sendero School of Academics and Career Preparation 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 Sendero School of Academics and Career Preparation 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 or 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 Sendero School of Academics and Career Preparation'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 my employment with Sendero School of Academics and Career Preparation 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 Sendero School of Academics and Career Preparation 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 of the information from a report is used, in whole or part, in making an adverse decision regarding 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 Sendero School of Academics and Career Preparation 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.

Name of Applicant: (Printed) _____

Signature of Applicant: _____

Date: _____