

SANTA ROSA CONSOLIDATED SCHOOLS



344 South 4th Street
Santa Rosa, New Mexico 88435
(575) 472-3171
FAX (575) 472- 5609

CERTIFIED APPLICANTS INSTRUCTION SHEET

Dear Applicant:

We feel honored that you are filing an application for employment with the Santa Rosa Consolidated School District. Our school system success is largely due to the dedicated employees who influence the lives of the students enrolled in our schools. Our application is available to any interested person upon request. Those people who file applications with our district are given consideration for employment as vacancies occur, provided they have followed the procedures listed below. An incomplete application will not be processed. All required forms and documents must be submitted with completed applications.

APPLICATION INSTRUCTIONS

1. Submit the following to the Human Resource Office with your completed application:
 - A. Letter of intent
 - B. Resume
 - C. A copy of official transcript(s) showing your degree(s)
 - D. A copy of teaching license/certificate or a university letter certifying the completion date for license/certificate

There will be a fingerprinting and background check conducted on the individual(s) hired for position(s) at the employee's expense.

NOTE: Recent graduates must list student teaching supervisors and their cooperating teacher as references.
All forms inside the application must be signed and submitted with the application.

2. Mail or deliver the completed application and all requested items to:

Santa Rosa Consolidated Schools
Human Resources
344 South 4th street
Santa Rosa, New Mexico 88435

If you have questions concerning our school system, please call us at 575-472-3171

EQUAL OPPORTUNITY EMPLOYER

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PROFESSIONAL APPLICATION

Applicants for positions in the Santa Rosa consolidated school district will complete this form and its enclosures and submit them to the Human Resource Office. An incomplete application will not be processed.

Last Name First Name Middle Name

Present Address (Street/P.O.) City State Zip Present Phone No.

Permanent Address Permanent Phone No.

Other Phone No.

Present Position _____

Date of Application _____ Date Available _____

Position Preferred 1st Choice _____
 2nd Choice _____
 3rd Choice _____

1. SCHOOL RELATED EMPLOYMENT HISTORY (SALARIED)

Name and Location of School	Grade or Subjects	Years Taught	No. Years	Full Time	Part Time	Reason for Leaving
Example: Las Cruces High Las Cruces New Mexico	English/Reading	1995-Present	4	X		Relocated
Example: Pecos Middle School Pecos, New Mexico	English	1990-95	5	X		Relocated

Total Number of Years' Experience _____

(APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR)

Date Received _____ Date Inactive _____ Date Reviewed _____

2. EDUCATIONAL AND PROFESSIONAL TRAINING

College/University	Dates of Attendance (Years)	Degree Conferred	Date

GPA: _____ On _____ Grading Scale
 (Teaching Field) (2nd Teaching Field) (Undergraduate)

How many hours have you earned since your highest degree? _____

3. CERTIFICATION/LICENSURE

Teacher Licensure No./ Other Credential No.	Issued By State	Type/level licensure	Area of Specialization	Date Issued	Date Expired

Have you applied for New Mexico Licensure? _____ If "NO", Explain _____

Have you ever passed the N.M.T.A. Core Battery? _____ If "NO" indicate date you will take exam. _____

If out of-state graduate, do you hold an out-of-state license? _____ If "YES", submit copy with application.

Have you ever been issued a waiver or one-year license in New Mexico? _____ In what area _____

Give date and name of employing school district _____

Are you currently working on additional licensure? _____ Area _____

How many credit hours do you have in this area? _____

4. PERSONAL

Are you a citizen of the United States? _____ Are you an alien permanent resident? _____
 (If "yes", form I-551 required)

List the relative(s) who is/are either a member of the Santa Rosa Consolidated School Board of Education or employed in any capacity in the Santa Rosa Consolidate School district,

Name of Relative	Relationship	Position Held

Have you ever been injured on a job? _____ Yes _____ No if so, when and by whom were you employed? _____

Do you have any preexisting physical impairments from this accident? _____ Yes _____ No _____

"YES", explain _____

Have you ever been asked to resign, been discharged or been non-renewed from any position, teaching or otherwise?

_____ Yes _____ No "Yes", explain: _____

7. REFERENCES

Give at least six (6) references below. These references should be from work experiences, lay citizens, and especially superintendents and principals under whom you taught and who have first-hand knowledge of your character, personality.

Name	Street	City	State	Zip	Area Code and Phone No.	Position

APPLICANT STATEMENT

I hereby authorized the Santa Rosa Consolidated District to investigate all statements contained in this application. I affirm that all information contained in this application is true and complete and that misrepresentation, falsification or omission herein, shall be sufficient reason for dismissal from, or refusal of employment. I understand that my previous employers may be asked for information relative to my employment record with them. I hereby authorize the Santa Rosa Consolidated District to request from my previous employers' information relative to my prior employment and I hereby authorize my previous employers to release the same. I authorize the Santa Rosa Consolidated District, to secure criminal records from any governmental units and I hereby authorize said government unit to release the same. I agree, if accepted for employment, to comply with all rules and regulations of the Santa Rosa Consolidated District to perform all duties assigned to me the best of my ability and to be responsible for Santa Rosa Consolidated District property entrusted to my care. Furthermore, I agree to acquaint myself with school policy and abide thereby reading the Policy Handbook.

Signature: _____ Date: _____

The Santa Rosa Consolidated School District shall adhere to a policy of equal employment opportunities for all employees. During the selection and employment process, individuals shall be employed without regard to race, creed, color, age, sex, religion, marital status, national origin or physical disability, except in situations where physical disability renders such applicant not "otherwise qualified." Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline and any opinions of affiliation, or because of other non-merit factors. Inquiries concerning your rights or grievances should be referred to the **Superintendent, Santa Rosa Consolidated Schools District 344 South 4th Street, Santa Rosa, New Mexico 88435**