

**ANANSI CHARTER SCHOOL
PO BOX 1709
El Prado, NM 87557**

**EMPLOYMENT APPLICATION
SUBSTITUTE TEACHER / EDUCATIONAL ASSISTANTS**

Applicant's Name: _____

Applicant Instructions:

1. If you need help completing this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.
2. Please read "APPLICANT NOTE."
3. Print clearly. Incomplete or illegible applications will not be processed.
4. Application is considered to be complete with the following requirements:
 - Resume and Letter of Intent
 - Letter of reference from most recent employer
 - Notarized Criminal Affidavit
 - New Mexico Educational Assistant or Substitute Teaching License
 - W-4
 - 2 Forms of Identification / I-9 form
 - Criminal Background check / Fingerprints

APPLICANT NOTE: This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

THE ANANSI CHARTER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER. DISTRICT POLICY PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE OR DISABILITY.

A FELONY CONVICTION WILL NOT NECESSARILY BAR AN APPLICANT FROM EMPLOYMENT, BUT PURSUANT TO THE CRIMINAL OFFENDER EMPLOYMENT ACT (NMSA 28-2-1, et seq.) SUCH CONVICTIONS MAY BE BASIS FOR REFUSING EMPLOYMENT.

**ANANSI CHARTER SCHOOL
EMPLOYMENT APPLICATION**

I. GENERAL INFORMATION:

Name: _____

Social Security Number: _____ DOB: _____

Home Phone: _____ Work Phone: _____

May we contact you at your work phone: _____ Yes _____ No

Current Mailing Address: _____

Physical Address: _____

E-mail Address: _____

Position(s) Applying For: _____

II. EDUCATION:

Please circle the highest grade completed:

7 8 9 10 11 12 13 14 15 16+

Please list ALL educational experiences starting in reverse chronological order:

<u>Institution</u>	<u>Address</u>	Attendance Dates (Degree/Level of Completion)	Contact Person (Name & Phone#)

III. WORK EXPERIENCE:

Please list ALL work experience (teaching, professional, and other). Start with your most recent position and proceed to your earliest position. If there are lapses in your experience chronology, please indicate the time period and give the reason for the lapse. Include military and student teaching experience. **Please do not put “See Attached Resume”.**

Employer/Position	Address	Phone#	Dates of Employment (Mo/Yr)	Reason for Separation	Immediate Supervisor (Phone#)
			From: To:		
			From: To:		
			From: To:		
			From: To:		
			From: To:		
			From: To:		
			From: To:		

Please continue on a separate sheet if there is not enough space on this sheet to account for all previous employment.

IV. JOB RELATED SKILLS:

List languages in which you are fluent:

List State and Class of driver’s license:

List skills, licenses or certifications that may be job related or that you feel would be of value to the District in considering this employment application. _____

Signature: _____

Date:

AGREEMENT, AUTHORIZATION WAIVER, AND RELEASE
(This side to be completed by Applicant)

I hereby certify that the information contained in this application is true, accurate and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested might result in the refusal of the Anansi Charter School to further consider me for possible employment.

I hereby authorize the Anansi Charter School and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Anansi Charter School will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information.

I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY TO THE ANANSI CHARTER SCHOOL UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am actually recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the Anansi Charter School, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, '28-2-1, et seq.) such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon the satisfactory completion of all background checks.

I understand that the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of the Anansi Charter School and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature of Applicant

Date

**CRIMINAL HISTORY AFFIDAVIT
APPLICANT/NEW EMPLOYEE**

Dear Applicant: Most positions with the Anansi Charter School involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

I, _____, being an applicant for, or having been offered a position with the Anansi Charter School, and being duly sworn according to law, certify that this document is a true, accurate, and full disclosure of my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this Insert if NOT an automatic bar to employment. The Anansi Charter School will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

SECTION I: Check ONE of the following two statement:

- I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any other jurisdiction and that I have never been put on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

OR

- I certify that the statements (see NOTE at bottom of Section II) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION II: Please check the appropriate “yes” or “no” box for the following questions:

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of sexual contact with another person, of mishandling of funds or of criminal conduct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Have you ever been convicted of a sex or drug-related offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Have you ever been charged with, or investigated for sexual abuse of another person?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Have you ever been charged with, pled guilty or “no contest” (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> YES <input type="checkbox"/> NO

7.	Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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NOTE: If you have answered yes to any of the previous seven questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved; and sign and date each sheet.

The crimes referred to in this document include but are not limited to:

sexual abuse of a minor; incest; sexual assault; sexual exploitation of a minor; contributing to the delinquency of a minor; distribution of marijuana, or dangerous or narcotic drugs; commercial sexual exploitation of a minor; a dangerous crime against a child or children; child abuse; molestation of a child; sexual conduct with a minor; aggravated assault of a minor; first or second degree murder; voluntary manslaughter; kidnapping; arson; burglary or robbery; DUI/DWI

I understand and agree that any offer of employment that I may receive, or have received, from the Anansi Charter School is conditioned by law upon the district's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this affidavit is inaccurate or if any information received by the Anansi Charter School is inconsistent with any statement made by me on this affidavit.

I authorize the Anansi Charter School to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Anansi Charter School, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

SIGNATURE

DATE

PRINTED NAME

SOCIAL SECURITY NUMBER

State of _____)

County of _____)

Subscribed and sworn to before me this _____ day of _____, 20_____

My Commission Expires

Notary Public

(SEAL)

New electronic system for obtaining background checks:

Applicant must register before going for fingerprinting.

To register go to website: https://www.cogentid.com/nm/index_NM.htm

All licensed personnel use the New Mexico ORI number: NM920140Z.

Once registered, you will go to the designated finger print office to submit the request and pay the fee of \$44.00

For More Information: <http://ped.state.nm.us/ped/LicFingerprinting.html>

For non-licensed staff background checks (janitorial, bus drivers, etc.) Contact the Dept of Public Safety to get an ORI number for the school. Sonya.abeyta@state.nm.us
505-827-9191.