

**APPLICATION FOR EMPLOYMENT
QUEMADO INDEPENDENT SCHOOL DISTRICT #2
QUEMADO, NEW MEXICO**

Please Print or Type. This application along with any attachments becomes the property of Quemado ISD #2. Unaccepted applications are destroyed after position is filled.

Date _____ SS# _____

Name _____

Address _____

City _____ State/Zip _____

Phone (____) _____

Are you under 18 years of age? Yes _____ No _____

Position applied for – Check as many as needed
_____ Secretarial
_____ Educational Asst.
_____ Substitute Teacher
_____ Custodial
_____ Cafeteria
_____ Other

Have you ever been convicted of a felony? Yes _____ No _____

If yes, state where, when, and nature. (Note: information regarding conviction record will not necessarily bar applicant from employment, but will review in light of duties relating to job sought.)

Have you ever been convicted of a misdemeanor involving moral turpitude? Yes _____

No _____ (Moral turpitude is conduct which is contrary to the customary rules of rights and duties between persons or between a person and society and would include, but not be limited to such conduct as assault, battery, larceny, shop lifting, sexual offenses, contributing to the delinquency of a minor theft, fraud, and similar types of conduct.)

Have you any limitations which might interfere with your ability to perform the job for which you have applied? If "yes" attach details. Yes _____ No _____

EDUCATION

School	Name and Location	From	To	Major Course of Field of Study	Type of Certificate Diploma/Degree
High School					
Colleges or Universities					
Vocational or Business School					

Special Skills: Please check: Typing _____ Speed _____ Calculator _____ Data Processing _____ Computer _____ Other _____

Military Service: Yes _____ No _____ Branch of Service _____ Years _____

EMPLOYMENT AND BUSINESS EXPERIENCE (Please list your last three positions)

Company _____ Type of Business _____

Address _____ Position _____

Starting Date _____ Date Left _____ Reason for Leaving _____

Supervisor _____ Duties and Accomplishments _____

Company _____ Type of Business _____

Address _____ Position _____

Starting Date _____ Date Left _____ Reason for Leaving _____

Supervisor _____ Duties and Accomplishments _____

Company _____ Type of Business _____

Address _____ Position _____

Starting Date _____ Date Left _____ Reason for Leaving _____

Supervisor _____ Duties and Accomplishments _____

REFERENCES (List three below)

Name in Full Phone # Firm Name Address, City, State and Zip

Read Carefully Before Signing

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I understand that failure to complete the application in full will result in my application being disqualified. I also understand that if I am employed, I must comply with the districts policies, procedures, and directives as a condition of employment. I authorize you to solicit reports from previous employers, schools, personal and other references. May we contact your present employer? Yes _____ No _____. I recognize that I will be required, if hired, to:

- Supply a record of birth, U.S. citizenship, or visa status, as appropriate
- Supply a certified physician's release from all communicable diseases
- Supply a H.S. Diploma or G.E.D. Certificate and/or college transcripts

Signature of Applicant _____ Date _____