



**APPLICATION FOR CLASSIFIED EMPLOYMENT
RUIDOSO MUNICIPAL SCHOOL DISTRICT**

1. **You must fully and accurately complete this Application for Employment.** Incomplete applications will not be considered.
2. Applications for “all” or “any” position will not be considered.
3. **This Application for Employment will be inactive after ninety (90) days.** If you want to be considered after that time, you must complete a new Application for Employment.
4. The Ruidoso Municipal School district is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, national origin, religion, or disability.
5. 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.
6. *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 at a later date. An incomplete application will not be considered.*
7. 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, withdrawal of offer of employment, termination or discharge, regardless of when the misrepresentation or omission is discovered.
8. Applicants, including those for temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists 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.
9. 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 §§ 28-2-4 and 28-2-5, may be a basis for refusing employment.

I have read and understood the foregoing: _____
Applicant’s Signature

RUIDOSO MUNICIPAL SCHOOL DISTRICT

Last name	First name	M.I.	Date
Mailing Address:	City, State	Zip	Phone ()
Physical Address:	City, State	Zip	Phone ()
Social Security Number	Email address:		Date Available:

Please list any other names or social security numbers under which you have been known or information may be received:

SUBJECT CHOICE: Check the appropriate space

_____ Secretary

_____ Maintenance/Custodian

List areas of expertise:

_____ Instructional Assistant
 special education _____
 kindergarten _____

_____ Substitute
 high school _____
 middle school _____
 elementary _____
 special education _____
 all of the above _____

_____ Tutor
 List area of interests:

_____ Coach
 Sport:

ACADEMIC PREPARATION: (most recent first)

Schools Attended	City/State	Date From	Date to	# Credits	Degree	Date
-------------------------	-------------------	------------------	----------------	------------------	---------------	-------------

Degrees Earned	Major	Minor(s)	# of Credits /Minor fields

LICENSURE: It is the candidate's responsibility to acquire licensure/certification for which he/she is applying. Inquires regarding New Mexico licensure should be directed to: Professional Licensure Unit, State Department of Education, Education Building, Santa Fe, NM 87501-2786 (505) 827-6587.

CURRENT LICENSES:

State	License	Expiration Date

Reason for leaving present or most recent position: _____

JOB EXPERIENCE: List other work experience (most recent first).

Company	City/State	Type of Work	From	To	Supervisor

REFERENCES: If you have had job experience, include your supervisors among your references. If you have had no job experience, include references familiar with your skills. Include at least one character reference.

Name	Position	Address	Phone

MILITARY SERVICE: Months of Active Duty: _____ Branch: _____
 From: _____ To: _____

OTHER COMMENTS: _____

JOB-RELATED SKILLS: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent: _____

If the job requires, do you have the appropriate valid drivers license? Yes No
DL# _____ Type: _____ State of Issue: _____

Have you had any moving violations? Please describe _____ Yes No

Do you have a Commercial Driver's License (CDL)? Yes No

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand the requirements? Yes No

Can you perform the requirements of this job with or without accommodations? Yes No

