

Aldo Leopold Charter School

410 West 10th Street

Silver City, New Mexico 88061

Educational Assistant Position

PERSONAL DATA

Name _____ Date _____

Home Phone _____ Cell Phone _____ Email Address _____

Home Address _____

Mailing Address (if different) _____

Are you a citizen of the United? Yes ____ No ____ Have you ever been convicted of a crime Yes* ____ No ____

*If Yes, state the nature of the offense _____

Are you employed at present? Yes ____ No ____ By whom? _____

In what capacity? _____ When will you be available for work? _____

How long do you think you will be in the area if conditions prove satisfactory? _____

PROFESSIONAL DATA

Do you have a valid New Mexico teaching license? Yes ____ No ____ If yes, give type _____ Number _____

Expiration Date _____ Subjects certified to teach: _____

If no, have you made application to the Department of Education? Yes ____ No ____ If yes, date mailed to Santa Fe? _____

For what type of credential did you apply? _____

PERSONAL AUTOBIOGRAPHY

Please provide the school with a short personal autobiography containing any information you think will assist us in arriving at a true estimate of your qualifications for the position which you seek. You may use the sheets provided or your own. The autobiography must contain a short statement of your philosophy of education. Be sure to include your reason for seeking a position with this school and why you left your last position or are considering leaving your current position.

WORK EXPERIENCE – (If less than five years in education, include other work experience below)

If your vitae/dossier/resume contains this information, you don't need to complete this section.

School/District Address Dates/Length of Service Responsibilities-Subject Taught/Assignments

REFERENCES - (List superintendents, principals, supervisors, professors, employers, etc. – At least 3)

If your vitae/dossier/resume contains this information, you don't need to complete this section.

Name Official Position Address Home/Work Telephone Numbers

For your application to receive consideration, we must have transcripts of your credits:

____ Photocopies of my transcripts are enclosed (Official copies from your college/university must be submitted upon employment)

____ Official copies from my college/university are being sent to your office.

EDUCATION PREPARATION – Schools you have attended – High Schools and Colleges

If your vitae/dossier/resume contains this information, you don't need to complete this section.

School	Address	Dates/Length of Attendances	Degrees/Date/Semester Hours
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READ AND SIGN THE FOLLOWING STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand any false statements or misrepresentations of facts are grounds for dismissal.

I understand and agree that any offer of employment that I may receive from Aldo Leopold Charter School is conditioned upon the school's receipt of a clean criminal history background check.

I hereby authorize Aldo Leopold Charter School to investigate my work history and education history, and to conduct personal reference inquires. Any person or entity providing information is released from any and all claims or liability for compliance.

I further authorize Aldo Leopold Charter School district to release any potential employer and any all relevant information concerning my job history.

Signature of Applicant

Date

*Aldo Leopold Charter School is an equal opportunity employer. Applications are considered without regard to race, gender, creed, age, national origin, sexual preference, or disability.

NOTE – Applications remain active for the calendar year. To receive consideration for the following year, you must renew your application after December 31 by completing a new application. Documents will not be returned.

