



WEST LAS VEGAS SCHOOLS

179 BRIDGE STREET

LAS VEGAS, NEW MEXICO 87701-3426

Telephone: (505) 426-2300 or 426-2317 • Fax: (505) 426-2318 or 426-2332 • Web: www.wlvs.k12.nm.us

Certified Instructor Application Form

Last Name: _____ MI: _____ First Name: _____ Social Security No.: _____
 Physical Address: _____ Phone No.: _____
 Mailing Address: _____ Phone No.: _____

Positions/Levels Desired

Elementary (K-5) _____
 (List Grades in Order of Preference)

Middle School (6-8) _____
 (List Subject(s) in Order of Preference)

High School (9-12) _____
 (List Subject(s) Certified or Certifiable to Teach in NM)

Federal Programs _____ Elementary _____ Mid School _____ High School _____
 (List Area(s) of Specialization) (List Level(s) in Order of Preference - Numerically)

Special Education _____ Elementary _____ Mid School _____ High School _____
 (List Area(s) of Specialization) (List Level(s) in Order of Preference - Numerically)

Other: _____ (such as Counselor, Media Specialist, Nurse, Speech Therapist, etc.) _____
 (If you are applying for other than a classroom teacher position, please check Other, list position, and complete all general information. An appropriate supplemental application form will be forwarded if necessary.)

Bilingual - List language(s) (other than English) that you speak, read, and/or write fluently.
 (1) _____ (2) _____ (3) _____

Activities

Please check the following which you are able to coach, director, or sponsor. Circle "B" for boys and/or "G" for girls.

Activity	B or G
Baseball	B
Basketball	B G
Cross Country	B G
Football	B
Softball	G

Activity	B or G
Tennis	B G
Track	B G
Volleyball	G
Wrestling	B
Band	mixed

Activity	B or G
Cheerleaders	G
Chorus	mixed
Debate	mixed
Dramatics	mixed
Drill Team	mixed

Activity	B or G
Speech	mixed
Yearbook	mixed
Other:	mixed

Education and Preparation

High School: _____

Name & Address

Dates Attended

Diploma

College/University: _____

Name

Dates Attended

Degree

Address of College/University: _____

Graduate Work: _____

Name

Dates Attended

Highest Degree

Address: _____

Major Course Study (Undergraduate) _____

Major Course Study (Graduate) _____

Note: Official transcripts must be submitted with application.

Certification

Do you now hold a current New Mexico Licensure? Yes No If Yes, Type: _____

Endorsements: _____ If No, are you eligible for Licensure in New Mexico? Yes No

Expiration Date of New Mexico Licensure: _____

Instructor Licensure Number: (Copy must be attached to application) _____

Type: _____ Effective Date: _____ Expiration Date: _____

Do you hold certification in another state? Yes No If Yes, which state(s): _____

Experience

Please include any employment you have had in addition to your teaching experience. Arrange in sequential order, beginning with your present or last job.

School, Institution, Agency, etc.	Address (City, State, Zip)	Dates	Grade(s)/Subject(s)/Position(s)

References

Please include present and past superintendents, principals, or supervisors.

Name	Address (City, State, Zip)	Position	Phone Number

An applicant who is offered contractual employment must agree to submit to a pre-employment physical examination. This application will be kept on file one (1) year from date of application. If applicant is not employed within one (1) year and still wishes to be considered, an updated application MUST be filled out.

1. Have you ever been convicted of a felony, misdemeanor, or moral turpitude? Yes No
If Yes, attach full details, including dates, offense, and current status.
2. Have you ever been placed on probation for committing a felony or a misdemeanor of moral turpitude? Yes No
If Yes, please attach full details, including dates, offense, and current status.
3. Are charges pending against you alleging commission of a felony, misdemeanor, or moral turpitude? Yes No
If Yes, please attach full details, including dates, offense, and current status.
4. As per federal guidelines requiring that school districts receiving federal funds maintain a drug free workplace, are you willing to sign a Drug Free Workplace Statement? Yes No

Please provide a resume and a one (1) to two (2) page letter of interest in response to the following questions (Please use attachment, if necessary)

1. Why did you select to apply for a position with the West Las Vegas School District?
2. Why did you choose to become an educator?
3. Please list specific strengths and qualities that you feel will make you an asset to the West Las Vegas School District. Also, please list weaknesses, if any.
4. Provide a list, if applicable, of special awards, recognitions, and/or unique work experience and/or training that you have received.

Other Information

Please provide any other information below that you feel will be helpful. Please use attachment, if necessary.

Criminal Background Checks

All applicants recommended for employment with the West Las Vegas School District are subject to work and education history and reference investigations, including but not limited to substitutes and temporary employees. Each applicant is subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.

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 Act, NMSA 1978 §§28-2-4 and 28-2-5, may be the basis for refusing employment.

Criminal background checks, as aforementioned, shall also be conducted upon each contractor or contractor's employee. The expense shall be borne by the contractor or contractor's employee, if the contractor or contractor's employee has unsupervised access to students. In such cases, contracts shall be subject to the satisfactory completion of background checks.

The school district administration may also conduct the referenced background investigations of any incumbent employee if it becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her from continued employment with the district.

New Employee Agreement, Authorization, Waiver, and Release

- 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 may result in the refusal of the West Las Vegas School District to further consider me for possible employment.
- I hereby authorize the West Las Vegas School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the West Las Vegas School District 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 employment-related information—including but not limited to information concerning my background, work history, and disciplinary history—to the school district under a guarantee of confidentiality.
- I understand and agree that if I am considered as a finalist for, or 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 West Las Vegas School District, 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 further 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 West Las Vegas School District 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

Date