

RJBA APPLICATION FOR POSITIONS

POSITION APPLYING FOR:

- Secretary / Office Assistant
 Custodian / Maintenance
 Technical Support

Ralph J Bunche Academy
1718 Yale Blvd Se
Albuquerque, NM 87106
Office: (505) 292-0100 Fax:(505) 292-0109

www.rjba.org

AN EQUAL OPPORTUNITY EMPLOYER

▼ NAME (LAST)	(FIRST)	(MIDDLE)	(MAIDEN NAME)	SOCIAL SECURITY #
▼ PRESENT ADDRESS	CITY	STATE	ZIP CODE	(AREA CODE) PRESENT PHONE
▼ PERMANENT ADDRESS	CITY	STATE	ZIP CODE	(AREA CODE) PERMANENT PHONE
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY?			<input type="radio"/> YES	<input type="radio"/> NO
HOW DID YOU BECOME AWARE OF EMPLOYMENT WITH RJBA? _____				

EDUCATION/TRAINING

DATES		LIST SCHOOLS ATTENDED (MOST RECENT FIRST)	DIPLOMA OR DEGREE (H.S., B.A., M.S., ETC)	MAJOR	MINOR	GPA
MO/YR	MO/YR					

REFERENCES

YOUR REFERENCES SHOULD BE INDIVIDUALS WHO CAN ATTEST TO YOUR ABILITIES IN THE POSITION FOR WHICH YOU ARE APPLYING, SUCH AS EMPLOYERS OR IMMEDIATE SUPERVISORS (NO RELATIVES OR FRIENDS PLEASE.)		
NAME	ADDRESS, CITY, STATE, & ZIP	PHONE
		()
		()
		()

EMPLOYMENT HISTORY

DATES		EMPLOYER INFORMATION NAME, ADDRESS, CITY, STATE, ZIP	NAME OF SUPERVISOR & PHONE NUMBER	FULL- TIME/PART- TIME/SUB/ HOURLY	POSTION HELD	MAY WE CONTACT THIS EMPLOYER?
FROM	TO					
MO:	MO:					<input type="radio"/> YES
YR:	YR:					<input type="radio"/> NO
MO:	MO:					<input type="radio"/> YES
YR:	YR:					<input type="radio"/> NO
MO:	MO:					<input type="radio"/> YES
YR:	YR:					<input type="radio"/> NO

PROFESSIONAL BACKGROUND INFORMATION

APPLICANTS PLEASE READ CAREFULLY

You must disclose this information even if you have been told differently by a lawyer, judge, other third party, or law enforcement official. All questions must be answered. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or any court will be considered falsification of your application and may result in not being hired for or termination of your employment with Ralph J Bunche Academy (RJBA).

If you answer "YES" to any of the items below:

1. Attach a detailed letter of explanation.
2. Attach court documents verifying the disposition of each arrest and/or conviction. Include probation/parole completion documentation, if appropriate.

Failure to comply with the listed requirements above will place your application in an incomplete status.

* Conviction of a crime does not necessarily preclude you from consideration for employment. RJBA will consider the nature, date, and relationship of the offense to the position for which you are applying.

- YES NO 1. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes: letter of warning, reprimand, suspension, revocation, voluntary surrender or cancellation.)
- YES NO 2. Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state?
- YES NO 3. Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?
- YES NO 4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?
- YES NO 5. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any professional licensure agency?
- YES NO 6. Have you ever failed to fulfill the terms of a professional contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.)
- YES NO 7. Do you currently have any outstanding misdemeanor or felony criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or any other state?

CAUTION: Consider your answer to item #8 carefully. Answer "YES" if you have ever been fingerprinted as the result of any arrest or detention, even if the charges were later dismissed. The question is about ever having been fingerprinted, not about the disposition of the case.

- YES NO 8. Have you ever been fingerprinted as a result of any arrest or detention for any crime or violation of the law?
- YES NO 9. Have you ever, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of nolo contendere/no contest, or received a deferred or suspended sentence for the commission of a **misdemeanor**? (Minor traffic citations should not be reported. Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.)
- YES NO 10. Have you ever, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of nolo contendere/no contest, or received a deferred or suspended sentence for the commission of a **felony**? (Minor traffic citations should not be reported. Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.)
- YES NO 11. Have you ever, as a juvenile or an adult, had a criminal record sealed?
- YES NO 12. Have you ever, as a juvenile or an adult, had a criminal record expunged?
- YES NO 13. Have you ever, as a juvenile or an adult, been confirmed as a child abuser by any agency in New Mexico or any other state?
- YES NO 14. Are you currently delinquent in payment of court-ordered child support in New Mexico or any other state?

OATH

I authorize RJBA to make such investigations into my personal history and/or other related matters **as may be necessary in arriving at employment decision.**

I hereby release employers, schools or persons from liability in responding to inquiries in connection with my application. This information includes, but is not limited to, relevant data as to job performance, reasons for termination, convictions, information relating to arrests or convictions for criminal offenses, professional licensure, and review of any of these records.

I further authorize RJBA to release to any potential employer any and all relevant information concerning my employment history.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. Furthermore, if offered employment, I agree to undergo a physical examination. I understand that I am required to abide by all policies and procedures of RJBA.

_____/_____
Signature of Applicant

Date