

# APPLICATION FOR EMPLOYMENT

**RALPH J. BUNCHE ACADEMY**  
1718 Yale Blvd Se  
ALBUQUERQUE, NEW MEXICO 87106  
OFFICE: (505) 292-0100 Fax: (505) 292-0109

Please Check All That Apply

<input type="checkbox"/>	Principal	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Counselor	<input type="checkbox"/>	Librarian	<input type="checkbox"/>	Nurse	<input type="checkbox"/>	Social Worker
<input type="checkbox"/>	Educational Assistant	<input type="checkbox"/>	Health Assistant	<input type="checkbox"/>	Food Services	<input type="checkbox"/>	Substitute Teacher	<input type="checkbox"/>	Substitute Educational Assistant		

Dear Applicant:

Thank you for your interest in joining the staff of Ralph J Bunche Academy (RJBA). We are proud to have a newly chartered school that is searching for high qualified individuals in order to provide our students with the best educational opportunities possible. The application procedure outlined below is to assist you in your endeavor to become a member of RJBA's staff and to help us secure the services of well-qualified, professional personnel.

1. Please complete the Application
2. Please attach a letter of interest and a complete resume.
3. Please attach copies of transcripts with degree conferrals. Official transcripts will be required upon offer of employment from the school board.
4. Attach copies of your New Mexico Educational License. If you are in the process of applying for your New Mexico Education License, please attach a copy of the Initial Licensure Application.
5. Attach three (3) letters of reference.

(Applicants may provide a placement packet from an accredited institution to meet requirements established in this section. Any element not included in the placement packet remains the responsibility of the applicant.)

A file will be established for you and will contain the application packet, copies of transcripts, copy of NM educational License(s), and reference letters. Selection of personnel for vacant positions will be made on the basis of an evaluation of the application file and personal interview. Areas considered include professional preparation and experience. Applications remain on file for one (1) calendar year. Please feel free to contact the Personnel Office, at 292-0100, should you have any questions regarding employment with RJBA. In the meantime, we look forward to receiving your application.

I confirm that all my answers to the questions in this employment application are accurate and complete. I understand that employment consideration will be contingent upon the accuracy, completeness and acceptability of the information furnished, and that falsification of this application in any detail is grounds for disqualification from further consideration or for the withdrawal of an offer of employment.

I authorize any former employer, educational institution, government unit, or other person or entity having such records or information concerning me to furnish such records or information requested by RJBA or their duly authorized representative. I understand in executing this authorization I waive the right of such information to be privileged or private and release such person or entity from all liability in connection with such release of information.

All statements contained in this application are considered a part of the working agreement if the applicant is selected. Selection of all employees shall be by the action of the RJBA Board without regard for race, color, religion, sex, age, disability, marital status, or national origin. All employment is contingent upon passing a mandatory clearance check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For Office Use only

Receiver \_\_\_\_\_

Date Received \_\_\_\_\_

**PLEASE NOTE: THIS APPLICATION MUST BE COMPLETED IN FULL Make an entry in every space. Submit current resume and letter of interest with completed application.**

Use N/A if it does not apply.

**APPLICANT INFORMATION**

FIRST NAME, M.I., LAST NAME

\_\_\_\_\_

MALE  FEMALE SOCIAL SECURITY # \_\_\_\_\_

CURRENT ADDRESS CITY STATE ZIP

\_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ WORK PHONE (\_\_\_\_) \_\_\_\_\_

CELL/PAGER (\_\_\_\_) \_\_\_\_\_

Date available for employment: \_\_\_\_\_

IF APPLYING FOR A LICENSED POSITION, PLEASE COMPLETE THE FOLLOWING:  
This section is for Licensed Personnel (i.e., Principal, Teacher, Teacher Assistant, Counselor, Social Worker, etc.) PLEASE INDICATE POSITION, GRADE & SUBJECT PREFERENCES BELOW:

Position \_\_\_\_\_

Grade(s) \_\_\_\_\_

Subject(s) \_\_\_\_\_

Do you currently hold a N. M. State Department of Education License?  YES  NO

Type of License: \_\_\_\_\_

Expiration: \_\_\_\_\_ File No. \_\_\_\_\_

Subject Endorsements: \_\_\_\_\_

Type of License: \_\_\_\_\_

Expiration: \_\_\_\_\_ File No. \_\_\_\_\_

Subject Endorsements: \_\_\_\_\_

Have you previously taught under a Substandard License?  YES  NO

Please explain if you are in the process of receiving your license

\_\_\_\_\_

\_\_\_\_\_

Have you previously held a New Mexico Educators License?

YES  NO If yes, when did it expire? \_\_\_\_\_

**NOTE: It is the responsibility of the applicant to obtain an applicable New Mexico License through the Public Education Department in Santa Fe, New Mexico. Employment, initial and continuous, is based upon securing such a license.**