



## EMPLOYMENT APPLICATION (PLEASE PRINT)

Position Applying for \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Are you available for full-time employment? Yes \_\_\_ No \_\_\_

If not, what hours can you work? \_\_\_\_\_

Current position \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

May we contact your present employer? Yes \_\_\_ No \_\_\_

If we may not contact your present employer at this time, please indicate when we may do so?  
\_\_\_\_\_

When would you be able to begin work? \_\_\_\_\_

Are you currently under contract? Yes \_\_\_ No \_\_\_

If you are applying for a teaching position, do you have New Mexico Certification? Yes \_\_\_ No \_\_\_

Type \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever filed an application with us before? Yes \_\_\_ No \_\_\_

If yes, when did you apply? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes\_\_\_ No\_\_\_

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration status? Yes \_\_\_ No \_\_\_ (Proof of citizenship or immigration status will be required upon employment).

Have you been convicted of a felony? Yes \_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

Have you ever had an arrest or a substantiated referral to a child protective services agency? Yes\_\_\_ No\_\_\_

If yes, please explain \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	Course of Study	Dates/Years Attended	Degree/Diploma
High School			
Undergraduate			
Professional			
Other (Specify)			

**EMPLOYMENT EXPERIENCE**  
(Beginning with Most Recent Employment)

Employer \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Supervisor's e-mail \_\_\_\_\_ Supervisor's phone # \_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Sunset Mesa School Employment Application

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Employer \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Supervisor's e-mail \_\_\_\_\_ Supervisor's phone # \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Supervisor's e-mail \_\_\_\_\_ Supervisor's phone # \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## PROFESSIONAL INFORMATION

**TEACHER APPLICANTS:** Please provide the following items with your application:

1. A current resume
2. Copies of all college transcripts

**ALL APPLICANTS:** List two professional/business references and two personal references.

### Professional/Business References

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

### Personal References

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

# Sunset Mesa School Employment Application

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By signing this application and by listing names of supervisors and references, it is understood that any and all may be contacted to discuss your work history and qualifications.

## **APPLICANT'S STATEMENT**

I certify that the information given in this application is true and complete. I certify that all documents I am providing are true and accurate.

I authorize investigation of all information contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that any employment relationship with Sunset Mesa Schools, Inc. would be of an "at will" nature. "At will" employment means that an employee may resign at any time and that Sunset Mesa Schools, Inc. may discharge an employee at any time with or without cause. I also understand that the "at will" employment relationship may not be changed unless such change is specifically acknowledged in writing signed by the President or Executive Director.

I agree that, if employed by Sunset Mesa Schools, Inc., I will provide certified copies of all transcripts.

In the event of employment, I understand that false or misleading information given in this application or interview(s) may result in discharge.

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

\_\_\_\_\_  
Date

**Sunset Mesa Schools, Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status.**

## **TEACHER APPLICANT'S QUESTIONS**

**IF YOU ARE A TEACHER APPLICANT, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- 1. Why did you choose to become a teacher?**
- 2. Why did you choose to apply to a private school?**
- 3. How do you help students experience success?**
- 4. How do you differentiate learning in the classroom?**
- 5. How do you use curriculum and instruction as a tool for classroom management?**
- 6. Tell us about a golden teaching moment.**