CORAL COMMUNITY CHARTER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Coral Community Charter School does not discriminate on the basis of age, race, color, creed, national origin, sexual orientation, disability or sex in its educational programs and activities (including employment and application for employment). It is prohibited from discriminating on the basis of sex by Title IX (20 U.S.C. 1681) and on the basis of disability by the Americans with Disabilities Act (ADA) Section 504 (29 U.S.C. 794). Inquiries concerning the application of these laws should be directed to Human Resources.

Name: _____

Date: _____

Position Applying For: _____

1. You must complete this application in full and provide **all** information requested. If you do not have all of the requested information with you, take the application with you and return it completed at a later date. ***AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED***.
2. Providing false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge regardless of when the misrepresentation or omission is discovered.
3. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists will also be required to undergo a Federal Bureau of Investigation background check, including mandatory fingerprinting, as a condition of further consideration for employment. The expense of this initial background check will be paid by the School. Subsequent required background checks must be paid for by the employee.
4. All offers of employment are contingent upon the satisfactory results of background investigations.
5. I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the School from all liability for any damage that may result from utilization of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) an other relevant federal and state laws. Furthermore, I understand that completion and submission of this application does not create a guarantee of employment.
6. Coral Community Charter School is an Equal Employment Opportunity Employer. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

I have read and I understand the above statements:

Printed Name_____

Signature_____

Date_____

PERSONAL DATA

NAME_____
LAST FIRST MIDDLE INITIAL

OTHER NAMES USED_____

ADDRESS_____

CITY_____STATE_____ZIP_____

CONTACT PHONE_____E-MAIL_____

ARE YOU RELATED TO AN CORAL COMMUNITY CHARTER SCHOOL BOARD MEMBER OR EMPLOYEE?
Yes ☐ No ☐

IF YES, PLEASE TELL US WHO AND YOUR RELATIONSHIP _____

_____

Are you legally authorized to work in the U.S.?
Yes ☐ No ☐

If offered a position to work at Coral Community Charter School, you will be required to complete an Employment Eligibility Verification form (I-9) and produce documentation of your identity and authorization to work. We are required by federal law to obtain this proof of authorization.

Languages spoken:

Language_____ Fluent ☐ Proficient ☐ Limited ☐

Language_____ Fluent ☐ Proficient ☐ Limited ☐

Language_____ Fluent ☐ Proficient ☐ Limited ☐

Have you previously worked for any New Mexico School District or Charter School?
Yes ☐ No ☐

If yes, where_____

Dates Employed_____

What was your position _____

LICENSURE INFORMATION

If the position you are applying for requires a license, please complete this section. You may skip this section if the position you are applying for does not require a license.

Include a copy of all license(s) with this application.

All licensure information will be verified through the licensing agency prior to an offer of employment.

New Mexico Teaching License Information

License Level_____ License Number_____

Social Security Number_____

Effective From/To_____

Endorsements_____

Do you have a Special Education License?
Yes ☐ No ☐

Other New Mexico School Personnel License Information

Type of License_____

License Level_____ License Number_____

Social Security Number_____

Effective From/To_____

State Of New Mexico
Board and Commissions OR Regulation and Licensing Department

Type of License_____

License Number _____Expiration Date_____

EMPLOYMENT HISTORY

Include ALL employers since high school. Account for any gaps in employment history (i.e.: returned to school; stay at home parent). List chronologically with the most recent employer first.

Include student teaching experience if you have fewer than 2 full consecutive years of employment as a teacher.

Employer Name	Employer Address and Telephone Number	Dates of Employment	Position Held	Supervisor	Supervisor Email Address	Reason for Leaving

EDUCATION HISTORY

Upon Employment, you will be required to provide official transcripts to verify your education.

Name of School	School Address	Dates Attended	Field of Study	Date of Graduation	Degree Earned

REFERENCES

Please provide no less than 3 references that are not related to you.

Name	Address	Phone Number	Email address	Years known	Professional or Personal

CCCS Ethical Misconduct Reporting

4401 Silver Ave SE, Albuquerque, NM 87108

Phone: 505-292-6725 & Fax: 505-200-0440

Date of Submittal: ___/___/_____

Pursuant to New Mexico state statute Coral Community Charter School requires the following of all applicants for school employment, contracts, or volunteer positions who may have unsupervised contact with children or students. Please complete this form in full. Incomplete or unverifiable information may be cause for rescission of offer or termination of employment.

1. Please list all of your current and former employers that were schools or in which you were employed in a position involving unsupervised contact with children or students. Provide each employer's name, email address, address, telephone number, and other relevant contact information.

   a. _____
   b. _____
   c. _____
   d. _____
   e. _____
   f. _____
   g. _____

   ☐ I have not been employed by a school or in any position involving unsupervised contact with children/students.
   **If checked, proceed to Question 2*

2. Have you ever been under investigation for or been found to have violated any state or federal statute relating to child abuse or neglect, sexual misconduct, or any sexual offense where the allegations were not false or unsubstantiated? If yes, explain:
   _____

3. Have you ever been under investigation for or been found to have violated any ethical rule or policy approved by an employer where the allegations were not false or unsubstantiated? If yes, explain:
   _____

4. Have you ever had a professional license or certificate denied, suspended, surrendered or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation? If yes, explain:
   _____

By signing below, you attest that all information is true and correct. In addition, your signature serves as a written authorization to your previous and current employer(s) to disclose the information and release requested records to Coral Community Charter School, as well as, releasing such employers from any liability related to the disclosure or release of records.

_____
Print Name

_____ _____
Signature Date