

III. WORK EXPERIENCE

SECTION A (complete addresses and telephone numbers must be provided in each section. "See Resume" sentences will not be accepted.)

Navajo Preparatory School, Inc. reserves the right to contact previous employers. Beginning with your present or most recent job, list all periods of employment, such as paid (full or part time), volunteer, self-employed and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format.

| | | | |
|---|---|----------------------------------|--------------------------------|
| <p>1. PRESENT/MOST RECENT EMPLOYER (School/Company Name & Address)</p> | <p>TELEPHONE: (Area Code) Number</p> | <p>FROM (Mo./Yr.)</p> | <p>TO (Mo./Yr.)</p> |
| <p>CONTRACT LENGTH JOB TITLE POSITION(S), GRADES AND/OR SUBJECT TAUGHT:</p> | | | |
| <p>DUTIES:</p> | | | |

| | | | |
|---|---|----------------------------------|--------------------------------|
| <p>2. PREVIOUS EMPLOYER (School/Company Name & Address)</p> | <p>TELEPHONE: (Area Code) Number</p> | <p>FROM (Mo./Yr.)</p> | <p>TO (Mo./Yr.)</p> |
| <p>CONTRACT LENGTH JOB TITLE POSITION(S), GRADES AND/OR SUBJECT TAUGHT:</p> | | | |
| <p>DUTIES:</p> | | | |

| | | | |
|---|---|----------------------------------|--------------------------------|
| <p>3. PREVIOUS EMPLOYER (School/Company Name & Address)</p> | <p>TELEPHONE: (Area Code) Number</p> | <p>FROM (Mo./Yr.)</p> | <p>TO (Mo./Yr.)</p> |
| <p>CONTRACT LENGTH JOB TITLE POSITION(S), GRADES AND/OR SUBJECT TAUGHT:</p> | | | |
| <p>DUTIES:</p> | | | |

| | | | |
|---|---|----------------------------------|--------------------------------|
| <p>4. PREVIOUS EMPLOYER (School/Company Name & Address)</p> | <p>TELEPHONE: (Area Code) Number</p> | <p>FROM (Mo./Yr.)</p> | <p>TO (Mo./Yr.)</p> |
| <p>CONTRACT LENGTH JOB TITLE POSITION(S), GRADES AND/OR SUBJECT TAUGHT:</p> | | | |
| <p>DUTIES:</p> | | | |

SECTION B (Please check the appropriate "Yes" or "No" box for the following questions)

| | | | |
|----|--|-----|----|
| 1. | Have you ever been discharged or requested to resign from a position? If yes, attach explanation. | Yes | No |
| 2. | Have you ever resigned in lieu of being terminated at the end of a contract? If yes, attach explanation. | Yes | No |

IV. EDUCATION AND PROFESSIONAL TRAINING

List Chronologically

| LEVEL | NAME AND LOCATION OF SCHOOL | FIELD OF STUDY | DEGREE | YEAR GRADUATED | DATES ATTENDED (From/To) |
|-----------------------|-----------------------------|----------------|--------|----------------|--------------------------|
| High School | | | | | |
| | | | | | |
| Technical Training | | | | | |
| | | | | | |
| | | | | | |
| College or University | | | | | |
| | | | | | |
| | | | | | |

V. STUDENT TEACHING EXPERIENCE (Professional Only)

List Chronologically and Include Any Internships

| NAME OF SCHOOL | SCHOOL DIVISION / CITY | ST | GRADE AND/OR SUBJECT TAUGHT | FROM (Mo./Yr.) | TO (Mo./Yr.) |
|----------------|------------------------|----|-----------------------------|----------------|--------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

VI. LANGUAGES

| What languages can you fluently communicate in: | | SPEAK | READ | WRITE |
|---|---------|-------|------|-------|
| | English | | | |
| | Spanish | | | |
| | Navajo | | | |
| Other (Specify): | | | | |

VII. CREDENTIALS

If you have a placement file available in a college placement office, give a complete address where your file may be obtained.

| UNIVERSITY PLACEMENT OFFICE | ADDRESS | CITY/STATE/ZIP |
|-----------------------------|---------|----------------|
|-----------------------------|---------|----------------|

VIII. LICENSURE/CERTIFICATION

Indicate all teaching/administrative licenses issued to you and attach copies, including Motor Vehicle Operator License, if the position requires it. A licensed position is a position for which a valid teaching/administrative license is required from the New Mexico State Department of Education.

| TYPE OF LICENSE/CERTIFICATE | STATE/AGENCY ISSUING LICENSE | ENDORSEMENTS | EXPIRATION DATE |
|-----------------------------|------------------------------|--------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Have you taken the New Mexico Teachers Assessment Examination? Yes No If yes, attach scores.

IX. ACTIVITIES

List the sport/activity and years of experience coaching/directing: _____

(Check those you are able to coach, direct or sponsor. Check "B" for boys, and/or "G" for girls.)

| | | | | | | | |
|------------------------|----------------------------|---------------|---|---|------------|---|---|
| _____ Athletic Trainer | _____ Intramural (Mid 6-8) | Baseball | B | G | Softball | B | G |
| _____ Newspaper | _____ Elem. Sports | Basketball | B | G | Tennis | B | G |
| _____ Bank | _____ Drill Team | Cross Country | B | G | Track | B | G |
| _____ Chorus | _____ Cheerleading | Football | B | G | Wrestling | B | |
| _____ Debate | | Golf | B | G | Volleyball | B | G |
| _____ Speech | | Soccer | B | G | | | |

X. CRIMINAL HISTORY AFFIDAVIT

Most positions with Navajo Preparatory School, Inc. involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. *This is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.*

The conviction of a crime or any affirmative answer provided by you is NOT an automatic bar to employment. The NPS will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the office of alleged conduct underlying the affirmative response and the position for which you are applying, or being employed.

The crimes referred to in this document include but are not limited to:

- | | | |
|--|--|------------------------------------|
| 1. Abandonment or abuse of a child. | 9. Trafficking controlled substances. | 17. Indecent Exposure |
| 2. Sexual abuse of a child. | 10. Distributing controlled substances to a minor. | 18. Aggravated indecent exposure. |
| 3. Incest of a minor. | 11. Delivery to a minor of drug paraphernalia. | 19. Aggravated assault of a minor. |
| 4. Sexual assault of a minor. | 12. A dangerous crime against a child or children. | 20. Murder. |
| 5. Sexual exploitation of a minor. | 13. Criminal sexual contact of a minor. | 21. Voluntary manslaughter. |
| 6. Sexual exploitation of a minor by prostitution. | 14. Molestation of a child. | 22. Kidnapping. |
| 7. Contributing to the delinquency of a minor. | 15. Criminal sexual penetration. | 23. Arson. |
| 8. Enticement of a child. | 16. Criminal sexual contact. | 24. Burglary or Robbery. |

Note: Both Section A and Section B must be completed.

SECTION A (Check (✓) ONE of the following two statements.)

I certify that I am not awaiting Trial on, I have never been convicted or, and/or have admitted committing, any of the offenses described in the box above, in this state or any similar offense or offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in this jurisdiction or any other jurisdiction.

OR

I certify that the statements attached to this form (see NOTE at bottom of Section B) give a true, accurate, and full account of any offenses described in the box above, that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate “Yes” or “No” box for the following questions.)

| | | | |
|----|---|--------------------------|----------------------|
| 1. | Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation to your previous employer? (Example of misconduct can include: Absent Without Leave, Insubordination, Excessive Absenteeism or Tardiness, Sexual Harassment, Violation of Alcohol/Drug Policies or Conflict With Co-workers Creating a Hostile Working Environment.) | Yes | No |
| 2. | Have you ever been reprimanded for misconduct? Have you ever been disciplined for misconduct? Have you ever been discharged for misconduct? Have you ever been asked to resign from a prior position for misconduct? | Yes Yes Yes Yes | No No No No |
| 3. | Have you ever resigned from a prior position without being asked but under circumstances involving your employer’s investigation of sexual contact with another person? Or involving your employer’s investigation of criminal conduct? | Yes Yes | No No |
| 4. | Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug-related offense? | Yes Yes | No No |
| 5. | Have you ever been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person? | Yes Yes | No No |
| 6. | Have you ever been charged with any crime involving sexual abuse of any person any other crime? Have you ever pled guilty (nolo contendere) to any crime involving sexual abuse of any person or any other crime? Have you ever been convicted of any crime involving sexual abuse of any person or any other crime? | Yes Yes Yes | No No No |
| 7. | Have you ever been convicted of a crime other than a minor traffic offense? Have you every entered a plea of guilty or a plea of “no contest”, for any crime other than a minor traffic offense? Has any court ever deferred further proceedings without entering a finding a guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? | Yes Yes Yes | No No No |

NOTE: If you have answered yes to any of the questions above, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each attached sheet in the upper right corner.

XI. ACKNOWLEDGEMENT

I understand and agree that any offer of employment that I may receive, or have received, from the Navajo Preparatory School, Inc. is conditioned by law upon the School's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this application and affidavit is inaccurate or if any information received by NPS is inconsistent with any statement made by me on this application and affidavit.

I authorize the Navajo Preparatory School, Inc. to check my employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks and release of investigator information possessed by any private or public employer of such state, local, or federal agency. I expressly waive in connection with any request for or provisions of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the NPS, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. If I am elected and accept election, I understand that my salary will be determined by the existing salary schedule in accordance with the office evidence submitted in verification of my teaching/administrative experience and college degree(s). I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Signature

Date

If you are applying for an ancillary position in our Special Education Department, we recommend you contact the New Mexico State Department of Education, Licensure Unit, at (505) 827-6587 for Licensure requirements.



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NPS does not discriminate on the basis of race, religion, color, sex, age, national origin or disability

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership, who meet the minimum qualifications for employment in this position as set forth below, in accordance with the requirements of P. L. 93-638 and the Navajo Tribal Code.

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Faxed Applications are Considered Incomplete Until The Completed Original Application Form is received.

