

Position Details

Position Information

Listing ID:	230427002	Pay information:	based on education/experience - Range \$8
Position:	TEACHER	Salary Matrix:	TEAC2223
Assignment:	23/24 Head Agriculture Teacher	Step Range:	to (contract)
Location:	Clovis High School	For information, contact:	Mandy Carpenter
Job Type:	REGULAR	Employment Type:	Full Time
		575-769-4322:	mandy.carpenter@clovis-schools.org
		Application Deadline:	Until Filled

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APPLICATION STATEMENT

The Clovis Municipal School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Clovis Municipal School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the District has facilities.

The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Executive Director of Human Resources that an accommodation is needed.

Conditions of Employment

1. **AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE A. Applicant Certification.** I hereby certify that the information contained in this application is true, accurate, complete, true to the best of my knowledge, and current as of the date submitted. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested may result in the refusal of the Clovis Municipal Schools ("CMS") to further consider me for possible employment. I understand that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment. **B. Criminal Background Checks.** I understand and agree that if I am considered as a finalist for, or I am actually recommended for or offered employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the School District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, 28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon, and expressly subject to, the satisfactory completion of all background checks. I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of CMS and the District may provide me written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure. Such background check(s) may include but not be limited to my criminal record, driving record, employment history, and credit report. I understand that Clovis Municipal Schools may utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of Clovis Municipal School's choice. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information. **C. Available Reports.** I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have. **D. Waiver and Release as to Reference Checks.** I hereby authorize any present or former employer, school, police department, financial institution, or other persons having personal knowledge of me, receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested. I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance. I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT-RELATED INFORMATION--INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY

BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY--TO THE SCHOOL DISTRICT. I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School District will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information. E. Public Disclosure of Applicant Names and Application Materials. I understand that, pursuant to the Inspection of Public Records Act (IPRA) as interpreted by recent court decisions, the identity of public sector job applicants and the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization may be subject to disclosure to persons outside the School District, including the media, to the extent such information is not expressly protected from disclosure by exceptions to the IPRA, or other applicable employee privacy or confidentiality laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.) As a result, the applicant must make his or her own decision as to submitting the application and the impact which public disclosure of his or her identity as an applicant, or application materials may have.

General Questions

1. How many credit hours have you earned after your highest degree was conferred?
2. Have you passed all relevant parts of the Praxis exams for licensure?
3. If not, where are you in the NM Licensure process?
4. Year of expiration of New Mexico Certificate/License - LIST ALL ENDORSEMENTS:
5. Have you been issued a certificate/license in another state(s)?
6. If yes, please list the State, Expiration Date, Licenses/Endorsements for each license held:
7. Have you taken a teacher qualifying test in another state?
8. If yes, did you have passing scores? Please provide a copy of these scores.
9. Are you fluent in languages other than English? If yes, which language(s)?
10. Student Teaching: List the dates when you completed your student teaching. Include the subject/grade level, cooperating teacher, school, complete school address and school phone number.
11. Student Teaching: List the University that you were attending when you completed your student teaching along with the name of your University supervisor. Include the complete mailing address and phone number of your university/supervisor.
12. Check the appropriate box(es) to indicate your willingness to supervise co-curricular activities.
13. Can you provide proof that are you eligible to work in the U.S.?
14. Have you ever been employed by a school or business where you were involved in unsupervised contact with children?
15. If Yes, Please list all districts, schools, and businesses in which you have worked with children. Please provide a contact phone number for each in the space below. (HB 128)
16. Have you ever been the subject of an investigation for child abuse or misconduct, or are you under a procedure to consider your discharge by your present employer?
17. Have you ever been reprimanded, disciplined, resigned, been asked to resign, or discharged for child abuse or misconduct?
18. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of inappropriate sexual contact or sexual abuse with/of another person?
19. Have you had a professional license or certification revoked or flagged due to allegations of child abuse or ethical misconduct? (HB 128)
20. NOTE: If you have answered yes to any of the questions above, please explain in detail in the text box below. Be sure to include the date of the misconduct in question.
21. I understand and agree that any offer of employment that I may receive, or have received, from CMS is conditioned upon the district's receipt of information pursuant to a check of my professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this affidavit is inaccurate or if any information received by the CMS is inconsistent with any statement made by me on this affidavit. I authorize CMS to check my employment history, including without limitation, evaluations, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. In connection with any request for or provision of such information, I expressly waive any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against CMS, its agents and officials, or any provider of such information. I understand that all terms of employment or offers of employment are conditional until the required employment investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.
22. CONFLICT OF INTEREST: Please list any relative(s) you have who serve on the Clovis Board of Education or who are employed by the Clovis Municipal Schools.
23. EMPLOYMENT HISTORY AFFIDAVIT To the Applicant: Most positions with the Clovis Municipal Schools (CMS) involve contact with our student population. You must provide the information requested above to help us evaluate your suitability to perform in this capacity. As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered. An affirmative answer provided by you on this insert is NOT an automatic bar to

employment. CMS will consider the nature of any alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the alleged conduct underlying the affirmative response and the position for which you are applying. I, being an applicant for, or having been offered, a position with CMS, certify that this document is true, accurate, and full disclosure of my professional background history.

24. Do you have any additional information you would like to share?
25. How did you hear about this open position?

CONDITIONS OF EMPLOYMENT

CONDITIONS OF EMPLOYMENT: Upon an offer of employment, must view video on universal hygiene precautions, comply with the Immigration Reform and Control Act of 1986, pass background check, participate in pre-service orientation, and provide necessary documentation of licenses and qualifications.

Attachments

COVER LETTER

RESUME

LICENSE

Competency Test Scores

TRANSCRIPTS

References

Reference Check-HB 128: 3 of 3 external references required.

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