



Hatch Valley Public Schools

P.O. Box 790 , Hatch, NM 87937 - 407 N. Main, Bldg. B, Hatch, NM 87937

Clerical Application

An Equal Opportunity Employer

DEMOGRAPHIC DATA

SOCIAL SECURITY NUMBER

APPLICATION DATE

BIRTHDATE

LAST NAME

FIRST NAME

M.I.

Jr./Sr./etc.

CURRENT ADDRESS (P.O. BOX, STREET NUMBER, STREET NAME, APT. NUMBER)

CITY

STATE

ZIP CODE

HOME PHONE NUMBER

WORK PHONE NUMBER

CELL PHONE NUMBER

NAME OF PERSON WHO IS IN PERMANENT CONTACT WITH YOU

ADDRESS (P.O. BOX, STREET NUMBER, STREET NAME, APT. NUMBER)

CITY

STATE

ZIP CODE

HOME PHONE NUMBER

WORK PHONE NUMBER

CELL PHONE NUMBER

EMAIL ADDRESS

EDUCATION / TRAINING

Check last year completed

High School 10 11 12 GED

College 1 2 3 4

List any other training, education, or certifications

High School

Location

From Mo/Yr

To Mo/Yr

Graduation or GED

Colleges

Degree or Semester Hours

Do you speak, read, or write any language other than English?

Other Language Spoken

Read

Written

WORK EXPERIENCE

From Mo/Yr	To Mo/Yr	FT / PT	Employer	Mailing Address	Phone Number	Position/Title	Reason For Leaving

BUSINESS / TECHNICAL SKILLS

Please rate yourself on the following skill sets, with 1 being no knowledge and 5 being highly qualified.

	Typing # WPM				10 Key Calculator		Data Entry		Visions
	Microsoft Windows		Microsoft Excel		Microsoft Word		JMAC		

Other Applicable Skills

EMPLOYMENT REFERENCES

List previous supervisors. If inexperienced, list names of department heads or teachers. Also include addresses and phone numbers.

Full Name of Reference	Position/Title of Reference	Complete Mailing Address	Phone Number	Name Listed on Your Record

Have you ever been released or asked to resign from a position?

If yes, explain

Have you ever been convicted of a felony? Can you furnish your own vehicle for the job?

VERIFICATION

Hatch Valley Public School has a no smoking /no tobacco policy.

This application and the statements made herein become the property of the Hatch Valley Public Schools at the time the application is submitted. Applications will be kept on file for one year from date submitted.

I swear under the penalty of perjury that the foregoing statements and all things related thereto are true and correct. I further acknowledge that by the making of a false statement. The furnishing of false information or the withholding of pertinent information in connection with this application will constitute grounds for dismissal.

I understand that the Hatch Valley Public Schools will obtain an FBI Fingerprint background history upon employment; and I hereby authorize the release of information and further release from liability any and all parties who may supply personal information concerning my employment.

Signature of Applicant

Date