Applications must be printed, completed by hand, and returned to the Central Office at 2810 N. Swan Street Silver City, New Mexico 88061

Home

SILVER CONSOLIDATED SCHOOL DISTRICT #1

2810 North Swan Street Silver City, NM 88061 (575) 956-2000

EDUCATIONAL ASSISTANT APPLICATION

		(Fill in all blanks)		
Name	Date			
Address				
Street or Box	City	State	Zip Code	
Home Telephone		Message Teleph	none	
Are you a citizen of the United States?	Yes_	No		
Social Security Number				
Are you presently employed? Yes	_	No By	y Whom?	

EDUCATION PREPARATION

List schools you attended High Schools & Colleges	Address	When? Give Dates	How long? Months Year	Did you graduate? Give degree

TRAINING

Place a "T" in the following spaces if you have been trained in the use of the following equipment and/or an "E" if you have had experience in using the equipment:

Computer

_Computer	Typewriter wpm	Copy Machine
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Other Calculator

Instructional Assistant applicants may be required to take and pass a skills test, depending upon the type of position desired.

EMPLOYMENT RECORD: Give the names of firms for whom you have worked, beginning with the most recent. Fill in completely, as all former employers may be asked to verify your employment.

Dates	Address &	Nature of	Annual	Reason for Leaving
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SILVER CONSOLIDATED SCHOOL DISTRICT #1

From To	Employer's Name	Phone No.	Position	Salary	

PERSONAL REFERENCES: Give the name of three (3) persons, who are not relatives and who have known you for at least two (2) years.

Name	Address & Phone Number	Official Position

IMPORTANT – PERSONAL AUTOBIOGRAPHY

Attach to this application a separate sheet of paper on which is a short personal autobiography containing any information you think will assist us in arriving at a true estimate of your qualifications for the position you seek. Be sure to include your reason for seeking a position with this school system and why you left your last position. The personal autobiography must be in your own handwriting.

Silver Consolidated Schools is an Equal Opportunity Employer. Applications are considered without regard to race, gender, creed, age, national origin or disability.

Applications will remain active for 90 days from the date they are received and may be renewed for an additional 90 days by providing a written request to the personnel office.

READ AND SIGN

I certify that answers given herein are true and complete to the best of my knowledge. I understand any false statements or misrepresentation of facts are grounds for dismissal.

If understand and agree that any offer of employment that I may receive from the Silver Consolidated School District is conditioned upon the District's receipt of information pursuant to a criminal background check of myself.

I hereby authorize the Silver Consolidated School District to investigate my work history and education history, and to conduct personal reference inquiries. Any person or entity providing information is released from any and all claims or liability for compliance.

I further authorize the Silver Consolidated School District to release to any potential employer and all relevant information concerning my job history.

Signature of Applicant

Date

Revised 04/01/2010