



McCurdy School

“A Quality Education with a Christian Emphasis”

Checklist & Hiring Process

In order to have your file complete for consideration, the following items need to be on file:

- Typed letter of introduction addressing the following (1-2 pages in length):
 - why you are applying to McCurdy School
 - why you want to work with children
 - how you create a climate that meets the diverse needs of all students
 - how you assess student learning (teachers)/students benefiting from your services (others)
 - how you could contribute to the mission of McCurdy School (see next page)
- Completed and signed “Application for Certified Positions”
- Typed Resume
- Unofficial transcripts from all post-secondary institutions attended
- Copies of current teaching certificates or licenses
- Signed “Agreement, Authorization, Waiver, and Release” form
- Signed “Criminal History Affidavit” form
- Complete and mail to current or most recent employer the “Confidential Pre-Employment Reference Check” form
- Complete and mail to relevant employer(s) the “Certified Employment Verification” form. Make copies as needed.

Once the items above are on file, the following will be necessary for hire:

- An interview
- Satisfactory Reference Checks

If you are recommended for hire, the following will become necessary:

- Satisfactory background investigation (paid by applicant)
- Satisfactory fingerprinting (paid by applicant)
- Pass the pre-employment drug screening test
- Proof of New Mexico licensure or proof of certifiability
- Official transcripts from all colleges/universities attended



McCurdy School

Our Mission: McCurdy School, a project related to the General Board of Global Ministries of the United Methodist Church, is committed to providing quality education in a Christ-centered environment, which develops a Christian value system, respecting rich cultural diversity, and empowering students to develop as whole persons to become lifelong learners, reaching their highest potential as responsible citizens in service to a changing world.

Application for a Certified School Position

Applicant Information

Position(s) applied for:

- Teacher
- Administrator
- Other: _____

Grade(s)/Subject(s):

Name _____ Social Security Number _____
 Last First Middle

Other Names _____ Telephone Number/Cell Phone _____

Address _____
 Street City State Zip Code

On what date are you able to begin work? _____ Category: ___ Full Time ___ Part Time

Professional References

Include a minimum of three references who have knowledge of your teaching experience, i.e. superintendent, principal, supervising teacher, college supervisors, etc. Experienced candidates must include references from the school districts in which previously employed.

Name	Address	Telephone home/work/cell

Certification

License(s) now held: *including out-of-state*

Type _____ State _____ Endorsement _____ Expires _____

Type _____ State _____ Endorsement _____ Expires _____

License(s) applied for:

Type _____ State _____ Endorsement _____ Expires _____

Other subjects in which you could become licensed to teach: _____

Educational Background

This page must be completed in full. "See resume" is not sufficient.

Name of College /University City & State	Dates Attended Mo/Yr to Mo/Yr	Type of Degree	Dates Conferred	Major/Minor

Work Experience

School Experience						
From Mo./Yr.	To Mo./Yr.	Type of Work	Hours per Week	Employer's Name	Address	Phone

Experience Other Than Teaching						
From Mo./Yr.	To Mo./Yr.	Type of Work	Hours per Week	Employer's Name	Address	Phone

Total years of teaching under contract? *Do not include student teaching or substitute teaching:* _____

Are you presently under contract, have you checked and can you be released if you are offered a position? Yes No

In which areas do you have experience: Remedial Reading Techniques Working with At-Risk Students
 Special Education 6 Traits Writing Classroom Technology Applications Standards-Based Education

Do you speak a language other than English: *specify* _____

What extra-curricular assignments would you be interested in? _____

Area of Evaluation	Excellent	Average	Poor
V. Professional Attributes A. Is willing to accept suggestions			
B. Complies with school and school system policies			
C. Accepts school staff assignments beyond job responsibilities			
VI. <u>Responsibility for Routines</u>			
A. Is punctual			
B. Makes records and reports promptly			
C. Makes room/office attractive and interesting			
D. Is willing to assume responsibility for student behavior in all school situations			
E. Takes care of materials and facilities			
VII. <u>OVERALL EVALUATION</u>			

1. How long have you known the applicant and in what capacity? _____

2. Are you aware of any questionable habits that will have a negative effect on the job for which he/she is applying? If so, please explain. _____

3. Would you hire the applicant for a similar position? If no, please explain. _____

3. Please add any further comments you wish to share. _____

 Signature

 Date

 Printed Name

 Title

 Name of School/Organization

 Phone Number

Please complete and return to:

**Superintendent
 McCurdy School
 261 McCurdy Road
 Espanola, NM 87532**

**Phone: (505) 753-7221 x214
 FAX (505) 753-7830**

Certified Employment Verification

To be completed by the applicant:

Last Name	First Name	Middle Name
Social Security Number	Date of Birth	

To be completed by all past and present relevant employers:

The above applicant has applied for employment with McCurdy School. Please complete this form for the years of experience earned in your district or organization. Please use a separate line for each school year.

School Year	School District/ Organization	Position Held Or Grade Assignment	Hours/Day	Days/Year

Signature	Date
Printed Name	Title
Name of School or Organization	Phone Number

Please complete and return to:
Superintendent, McCurdy School
 261 McCurdy Road
 Espanola, NM 87532