

## Application and Employment Process

1. Complete the entire application Packet which includes:

**Application for Employment**

**Agreement Authorization, Waiver, and Release**

**Job Performance Statement**

**A copy of Transcript(s) of college/university work (official transcript(s) required upon employment)**

**If you are considered a finalist, a Criminal History Affidavit will be required.**

*No candidate shall be eligible for employment unless his or her application packet is complete. Incomplete or unsigned applications will be discarded.*

*It is the responsibility of the applicant to obtain required materials and have them sent to the personnel office. Applications are kept on file for one year from the date submitted. If the applicant has not been employed within this time the application will be destroyed unless the applicant submits a letter updating the application and requesting continued consideration.*

Mail applications to:                      Office of the Superintendent  
Des Moines Municipal Schools  
P.O. Box 38  
Des Moines, NM 88418

2. All certified new hires are required to be licensed. Licensure applications can be picked up at the Superintendent's office or by contacting New Mexico State Department of Education, Education Building, Professional Licensure Unit, 300 Don Gaspar, Santa Fe, NM 87501-2786 phone: (505)-827-6587 <http://sde.state.nm.us/div/ais/lic/index.html> This process must take place prior to employment. *In the case of licensed employees, a copy of a license should be included in the application packet.*
3. All new hires will be required to complete a fingerprint and background check. This process must take place immediately after the offer of employment. All documents necessary for this process can be picked up at the Superintendent's office. *In the event that the criminal background check is not satisfactory, employment offer will be withdrawn.*

It is the expressed policy and purpose of the Des Moines Municipal Schools to provide educational and employment opportunities, without regard to race, color, sex, ethnicity, national origin, religion, age, handicap or any other prohibited basis in conformity with the laws of the United States and the State of New Mexico.