

# General Employment Data

**EMPLOYMENT RECORD - A resumé will not be accepted in lieu of the employment record.**

Beginning with current or most recent job or volunteer experience and work back. If more than one position has been held with the same organization list each separately. Describe each different assignment in military service. Under "DUTIES," describe your job in sufficient detail so that we can fairly determine not only your tasks, but the level of responsibilities.

Volunteer experience will be evaluated in the same manner as paid employment only if proper documentation accompanies this application. Proper documentation consists of a letter from each employer giving a brief description of duties performed as well as amount of time.

1. EMPLOYER NAME	KIND OF BUSINESS	Fr. (Mo/Yr)	To (Mo/Yr)
Employer's Address (No. & Street/P.O. Box) City, State, Zip Code		Supervisor's Name	
If you supervised employees, please indicate number & give dates		Place of employment if different from employer's address:	
Fr. (Mo/Yr)	To (Mo/Yr)	City:	State:
DUTIES:			
2. EMPLOYER NAME	KIND OF BUSINESS	Fr. (Mo/Yr)	To (Mo/Yr)
Employer's Address (No. & Street/P.O. Box) City, State, Zip Code		Supervisor's Name	
If you supervised employees, please indicate number & give dates		Place of employment if different from employer's address:	
Fr. (Mo/Yr)	To (Mo/Yr)	City:	State:
DUTIES:			

## SIGNATURE - PLEASE READ BEFORE SIGNING

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide information regarding character, reputation, personal characteristics and mode of living. If such an inquiry is made, you may obtain additional information as to the nature and scope of the report upon written request.

I certify that the foregoing information is true and correct to the best of my knowledge, and I understand that any misrepresentation, or willful omission, of facts shall be cause for rejection of this application or termination of employment. I hereby authorize Tucumcari Public Schools to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Administrative recommendation of employment is an anticipation of formal board approval and the applicant must be aware that all employment is subject to approval by the Board of Education.

I further agree to observe all rules, regulations and policies of: TUCUMCARI PUBLIC SCHOOLS.

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DATE
SIGNATURE