

The Bataan Military Academy™
In Living Memory of the Brave WWII Heroes of Bataan
ALBUQUERQUE, NEW MEXICO
505.292.5588

APPLICANT PROCESSING

Dear Applicant:

Thank you for your interest in a certified position with Bataan Military Academy™. Applications as digital documents are preferred. To avoid any delay in processing your application, please follow these instructions:

A. Submit the following documents:

1. Letter of Intent
2. Resume
3. Application
4. References
5. Degrees/Transcripts/Licenses (Unofficial transcripts will be accepted. At a later date, official transcripts may be requested.)
6. See Application for additional instructions.

B. Submit as an email attachment or send via USPS:

1. Send above documents as attachments to an email.
Address the email to bataanacademy@aol.com – Attention: Office of the Commodore.
2. Send hard copies of above documents via USPS to the Bataan Military Academy™, P. O. Box 1454, Tijeras, NM 87059; Attention: Office of the Commodore.
3. Place above documents on a CD. Send CD via USPS to the Bataan Military Academy™, P. O. Box 1454, Tijeras, NM 87059; Attention: Office of the Commodore.

With regards,

Applicant Processing Committee

NOTICE OF NON-DISCRIMINATION

Race, Color, Religion, Sex, National Origin

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

The law covers applicants and employees of most private employers, state and local governments and public or private educational institutions. Employment agencies, labor unions and apprenticeship programs also are covered.

Age:

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees age 40-70 from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions, or privileges of employment. The law covers applicants and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

Sex

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above) the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers applicants to and employees of most private employers, state and local governments and educational institutions. Labor organizations cannot cause employers to violate the law. Many employers not covered by Title VII, because of size, are covered by the Equal Pay act.

Disability:

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and protect qualified applicants and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

Race Color, Religion, Sex, National Origin:

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is the provision of employment or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

Individuals with Disabilities:

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination based on disability for students and adults in any program or activity which received federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential function of a job.

Age:

The Age Discrimination Act of 1975 prohibits discrimination against students/potential students on the basis of age in programs or activities receiving Federal financial assistance. The act applies to all age levels. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you may contact:

Bataan Military Academy™
Equal Opportunity Services
Albuquerque, New Mexico

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AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR EMPLOYMENT
(NON-CERTIFIED)**

INSTRUCTIONS: Place and click cursor in first shaded TAB space. Enter data. Use TAB key to move to next data entry space. When you have completed this form, save a copy on your computer, and attach the document to an email returning it to the Academy at bataanacademy@aol.com. The Bataan Military Academy cannot assure complete security of the data being returned as an email attachment. If you have concerns, you are welcome to (a) place this WORD file on a CD and mail or deliver it to the Academy's office; or (b) make an appointment with our secretary to assure availability, and come to our office to enter this data on one of the Academy's computers.

NAME OF POSITION FOR WHICH YOU ARE APPLYING:

FULL-TIME

PART-TIME

1. TODAY'S DATE (MM/DD/YY)
2. NAME (LAST, FIRST, MI):
3. MAIDEN NAME, IF APPLICABLE
4. SOCIAL SECURITY #
5. PRESENT ADDRESS (STREET/MAILING, CITY, STATE, ZIP):

6. PERMANENT ADDRESS (IF DIFFERENT):

EMAIL ADDRESS:

7. PRESENT PHONE (XXX.XXX.XXXX):
8. PERMANENT PHONE (IF DIFFERENT):
9. MOBILE PHONE (XXX.XXX.XXXX):
10. ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? YES NO
11. HOW DID YOU LEARN OF THIS POSITION?

LIST NAMES OF COLLEGES/UNIVERSITIES ATTENDED/GRANTING YOUR DEGREE(S)

LIST MOST RECENT FIRST

	DATES (YRS)	NAME OF UNIVERSITY/COLLEGE	TYPE OF DEGREE	MAJOR	MINOR	GPA
1.						
2.						
3.						
4.						

13. REFERENCES (MINIMUM OF THREE)

YOUR REFERENCES SHOULD BE INDIVIDUALS WHO CAN ATTEST TO YOUR ABILITIES IN THE POSITION FOR WHICH YOU ARE APPLYING, SUCH AS, EMPLOYERS OR IMMEDIATE SUPERVIORS (NO RELATIVES OR FRIENDS)

NAME (LAST, FIRST)	MAILNG ADDRESS (STREET/PO BOX, CITY, STATE, ZIP)	PHONE (XXX.XXX.XXXX)

14. EMPLOYMENT HISTORY

DATES (YRS)	EMPLOYER (NAME, ADDRESS, CITY, STATE, ZIP)	NAME OF SUPERVISOR & PHONE NUMBER	FULL-TIME OR PART-TIME	POSITION	MAY WE CONTACT THIS EMPLOYER?

**PROFESSIONAL BACKGROUND INFORMATION
APPLICANTS PLEASE READ CAREFULLY**

You must disclose this information even if you have been told differently by a lawyer, judge, other third party, or law enforcement official. All questions must be answered. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or any court will be considered falsification of your application and may result in not being hired for or termination of your employment with THE BATAAN MILITARY ACADEMY.

If you answer "YES" to any of the items below:

- 1. Attach a detailed letter of explanation.**
- 2. Attach court documents verifying the disposition of each arrest and/or conviction. Include probation/parole completion documentation, if appropriate.**

Failure to comply with the listed requirements above will place your application in an incomplete status.

Conviction of a crime does not necessarily preclude you from consideration for employment. The Academy will consider the nature, date, and relationship of the offense to the position for which you are applying.

- Yes No 15. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes: letter of warning, reprimand, suspension, revocation, voluntary surrender or cancellation.)
- Yes No 16. Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state?
- Yes No 17. Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?
- Yes No 18. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?
- Yes No 19. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any professional licensure agency?
- Yes No 20. Have you ever failed to fulfill the terms of a professional contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.)
- Yes No 21. Do you currently have any outstanding misdemeanor or felony criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or any other state?

CAUTION: Consider your answer to item #22 carefully. Answer "YES" if you have ever been fingerprinted as the result of any arrest or detention, even if the charges were later dismissed. The question is about ever having been fingerprinted, not about the disposition of the case.

- Yes No 22. Have you ever been fingerprinted as a result of any arrest or detention for any crime or violation of the law?
- Yes No 23. Have you ever, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of *nolo contendere*/no contest, or received a deferred or suspended sentence for the commission of a **misdemeanor**? (Minor traffic citations should not be reported. Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.)
- Yes No 24. Have you ever, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of *nolo contendere*/no contest, or received a deferred or suspended sentence for the commission of a **felony**? (Minor traffic citations should not be reported. Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.)
- Yes No 24. Have you ever, as a juvenile or an adult, had a criminal record sealed?
- Yes No 25. Have you ever, as a juvenile or an adult, had a criminal record expunged?

Yes No 26. Have you ever, as a juvenile or an adult, been confirmed as a child abuser by any agency in New Mexico or any other state?

Yes No 27. Are you currently delinquent in payment of court-ordered child support in New Mexico or any other state?

OATH

I authorize the Bataan Military Academy® to make such investigations into my personal history and/or other related matters **as may be necessary in arriving at employment decision.**

I hereby release employers, schools or persons from liability in responding to inquiries in connection with my application. This information includes, but is not limited to, relevant data as to job performance, reasons for termination, convictions, information relating to arrests or convictions for criminal offenses, professional licensure, and review of any of these records.

I further authorize the Bataan Military Academy to release to any potential employer any and all relevant information concerning my employment history.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Furthermore, if offered employment, I agree to undergo a physical examination. I understand that I am required to abide by all policies and procedures of the Bataan Military Academy™.

In order to have your signature on this document, you may be asked to sign a copy in our office, or if called for an interview, bring a signed copy for your file.

Yes, I authorize the Bataan Military Academy to use the above information as heretofore stated.

Name (Last, First, MI):

Date (mm/dd/yy):

You must also submit **three** *Employee Reference Form(s)*. These are also downloadable attachments.

(Continued below.)

***REFERENCES (Completed by Applicant)**

Instructions: List name, mailing address, email address and daytime phone number for three (3) references:

1. Reference Name:

Mailing Address (Street/P.O. Box, City, State, Zip):

Email Address:

Daytime Phone Number:

2. Reference Name:

Mailing Address (Street/P.O. Box, City, State, Zip):

Email Address:

Daytime Phone Number:

3. Reference Name:

Mailing Address (Street/P.O. Box, City, State, Zip):

Email Address:

Daytime Phone Number:

Send each of the above references an email requesting that they download the attached *Employment Reference Form*. Ask that they complete the form and send it as an email attachment directly to the Bataan Military Academy - Attention: Office of the Commodore.

Email Address: bataanacademy@aol.com

Thank you for your employment application with the Bataan Military Academy™. The Applicant Processing Committee will review and screen all applications. If selected, you will be contacted for an interview. Your application will remain on file and you will be contacted via email concerning other employment opportunities.