

PROFESSIONAL EXPERIENCE (In reverse chronology):

College/University	Major	Degree & Year

CERTIFICATION/LICENSURE (Please indicate the state certificates you currently hold):

Field	State

REFERENCES (Please list the names of five (5) individuals for references. We may wish to contact these individuals by telephone at a later date, with your permission):

Name	Position	Address	Telephone

The application process will be completed only when we have received all of the following documents:

- A detailed letter in which you clearly describe your qualifications and interest in the position;
- A current, detailed resume which includes a summary of achievements;
- This completed application form;
- A minimum of three (3) recent letters of recommendation either incorporated in your college/university credential file or sent directly to HPREC;
- Official copies of transcripts from all colleges/universities you have attended; and
- Apply for New Mexico state license(s) and submit to HPREC as soon as possible. Note: HPREC cannot issue licenses and endorsements. You must contact the Public Education Department for license application. Visit:
<http://www.ped.state.nm.us/div/ais/lic/index.html>.

In addition, you will need to have a background check required by the State of New Mexico. This entails getting you fingerprinted and the results back.

Please send all materials to:

High Plains Regional Education Cooperative
101 North Second Street
Raton, New Mexico 87740

I hereby acknowledge and affirm that the information completed above is factual:

Date: _____

Signature