How to Apply on NM Reap Website

1.) Go to www.nmreap.net
2.) On left section under "I'm an Applicant Seeking Employment", choose an option and complete the following tasks.

   If new applicant, click "START an Application"
   a. Accept the Terms by clicking "I Agree"
   b. Complete Registration including creating a user name and password.
   c. Read instructions and complete all the required information under each section.

   If returning applicant, click "LOG IN for Returning Applicants"

   a. Login using your user name and password.
   b. Click "My Home" to view your information.
   c. Read instructions and make sure all sections are complete.
3.) Once all sections are completed, click the section that says "Job Search". Please make sure you complete all sections.
   a. NOTE: If a section does not apply to you, it still requires a response. Please enter "NA" into that section.
   b. Use the "Upload Documents" section to upload your resume, school transcripts, letters of references, etc. If you are offered a position, you will need to do a background check for the district and prior background checks are not allowed. Also, you will need to have your official college transcripts sent to the district. Official transcripts can be sent to:
      i. U.S. Mail: Mountainair Public Schools, P.O. Box 456, Mountainair, N.M. 87036
      ii. Email: peternieto@mpschools.net
4.) Select "Albuquerque & Central" region.
5.) Enter "Mountainair" in the keywords section and click search.
6.) All available positions at Mountainair Public Schools will appear.
7.) Click on the position you are interested in and click "Notify District I'm Interested". You may also "Add to My Saved Jobs" if you are interested but not ready to apply at this time.
8.) Once you notify district on the NM Reap website, go back to your "My Home" section and click "Final Submission". You will be required to enter your electronic signature and then click "Submit Application". This option will not be available if you are missing sections.
9.) Once complete, please call Mountainair Public Schools at 505-847-2333 extension 3001 to make sure your information was successfully sent to the district. If you have all your application information completed, then the district will receive all this information.