



P.O. Box 673
309 Apple Street
House, New Mexico 88121
(505) 279-7353

HOUSE MUNICIPAL SCHOOLS EMPLOYMENT APPLICATION
CERTIFIED POSITION

Name: _____ **Social Security No.** _____

Address: _____ **Telephone No.:** _____

I. To the applicant: Please read the following and sign below.

1. House Municipal Schools (the District) is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, national origin, religion, or disability.
2. Please let us know if you require an accommodation to allow you to complete the application form, or for any other aspect of the application process.
3. *You must complete this application in full and provide **all** information requested. If you do not have all the requested information with you, take the application with you, and return it completed at a later date. An incomplete application will not be considered.*
4. The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge, regardless of when the misrepresentation or omission is discovered.
5. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists will also be subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.
6. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to the Criminal Offender Employment Act, NMSA 1978 §§ 28-2-4 and 28-2-5, may be a basis for refusing employment.

I have read and understood the foregoing: _____
Applicant's Signature

HOUSE MUNICIPAL SCHOOLS

Post Office Box 673
House, New Mexico 88121
(575) 279-7353

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

I hereby certify that the information contained in this application is true, accurate and complete, to the best of my knowledge and belief. I understand and agree that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of my application or for termination of my employment, regardless of when discovered. Failure to provide all or part of the information requested may result in the refusal of House Municipal Schools (the District) to further consider my application.

I hereby authorize the District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the District will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

I hereby authorize the party receiving a copy of this signed form (including a photocopy or facsimile copy) to provide and release complete information as may be requested, and I hereby waive any claim of confidentiality I might have with regard to such information.

I hereby release any person or entity providing information or records in accordance with this Agreement, Authorization, Waiver, and Release from any and all claims or liability for compliance.

I AM ALSO WAIVING ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING EMPLOYMENT-RELATED INFORMATION--INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY--TO THE DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or if I am actually recommended for employment, I will submit to a criminal background investigation, including mandatory fingerprinting, at my expense, to determine my acceptability for employment. Criminal convictions shall not automatically bar an applicant from obtaining employment with the District, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, §28-2-1, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon, **and expressly subject to**, the satisfactory completion of all background checks. **I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of the District, that the District may provide me written notice of the withdrawal of its offer, and that I shall be entitled to no further process or procedure.**

I understand that the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of the District and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature of Applicant

Date

Printed Name of Applicant

II. EDUCATION

Name of School	Address/Telephone Number	Years Attended (From-To)	Graduation Date

[Continue on separate sheet if necessary]

III. LANGUAGE SKILLS *[other than English]*

Language	Speak (yes or no)	Read (yes or no)	Write (yes or no)

IV. CERTIFICATIONS/LICENSES

Type of License or Certification	State	Certificate/License No.

[Continue on separate sheet if necessary]

V. EMPLOYMENT HISTORY

Note to Applicant : Include all employer's since high school. Account for any gaps in employment history – e.g., if attending school, identify school and dates; if self-employed, give name and address of business and name and telephone number and telephone number of business reference; if unemployed, give your address and telephone number during period of unemployment.

Employer Name	Employer Address and Telephone Number	Dates of Employment	Position(s) Held	Immediate Supervisor	Reason(s) for Leaving (please be specific)

[Continue on separate sheet if necessary]

VI. CRIMINAL HISTORY AFFIDAVIT

To the Applicant:

Most positions with the District involve contact with our student population. You must provide the information requested below to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico statutes, all applicants for employment are expected to provide us with this information. *As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The District will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

The crimes referred to in this document include but are not limited to:

- | | | | |
|---|---|-----------------------------------|--|
| 1. Abandonment or abuse of a child | 9. Trafficking controlled substances | 17. Indecent exposure | 25. Sale, delivery, display of |
| 2. Sexual abuse of a minor | 10. Distributing controlled substances to a minor | 18. Aggravated indecent exposure | sexually oriented material to |
| 3. Incest of a minor | 11. Delivery to a minor of drug paraphernalia | 19. Aggravated assault or a minor | minors |
| 4. Sexual assault of a minor | 12. A dangerous crime against a child or children | 20. Murder | 26. Prostitution |
| 5. Sexual exploitation of a minor | 13. Criminal sexual contact of a minor | 21. Voluntary manslaughter | 27. Patronizing prostitutes |
| 6. Sexual exploitation of a minor by prostitution | 14. Molestation of a child | 22. Kidnaping | 28. Promoting prostitution |
| 7. Contributing to the delinquency of a minor | 15. Criminal sexual penetration | 23. Arson | 29. Accepting earnings of a prostitute |
| 8. Enticement of a child | 16. Criminal sexual conduct | 24. Burglary or Robbery | 30. D.U.I./D.W.I. |

I, _____, being an applicant for, or having been offered, a position with the District, and ***being duly sworn according to law***, certify that this document is true, accurate, and full disclosure of my personal and professional background history.

SECTION A (Check ONE of the following statements)

____ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offense or offenses in any other jurisdiction, and that I have never been put on, and am not currently on, probation in this jurisdiction of any other jurisdiction.

OR

____ I certify that the statements (see NOTE at bottom of Section B) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate "yes" or "no" box for the following questions)

1.	Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer?	yes	no
2.	Have you every been reprimanded for misconduct? Have you ever been disciplined for misconduct? Have you ever been discharged for misconduct? Have you ever resigned, or been asked to resign, from a prior position for misconduct?	yes yes yes yes	no no no no
3.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of inappropriate sexual contact with another person? Or involving your employer's investigation for sexual abuse of another person?	yes yes	no no
4.	Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug-related offense?	yes yes	no no
5.	Have you ever been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person?	yes yes	no no

6.	Have you ever been charged with any crime involving sexual abuse of any person or any other crime?	yes	no
	Have you ever pled guilty or "no contest" (<i>nolo contendere</i>) to any crime involving sexual abuse of any person or any other crime?	yes	no
	Have you ever been convicted of any crime involving sexual abuse of any person or any other crime?	yes	no
7.	Have you ever been convicted of a crime, other than a minor traffic offense?	yes	no
	Have you ever entered a plea of guilty or a plea of "no contest" for any crime other than a minor traffic offense?	yes	no
	Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	yes	no

NOTE: *If you have answered yes to any of the questions above, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.*

I understand and agree that any offer of employment that I may receive, or have received, from the District is conditioned by law upon the district's receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this affidavit is inaccurate or if any information received by the District is inconsistent with any statement made by me on this affidavit.

I authorize the District to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the District, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Applicant's Signature _____ Date _____

Printed Name _____ Social Security Number _____

State of _____)
)ss.
County of _____)

Subscribed and sworn to before me this ____ day of _____, 2003.

My Commission Expires _____
(SEAL)

Notary Public

VII. GENERAL

I have been known by the following other names: _____

I am authorized to work in the United States on the basis of:

__ U.S. citizenship; __ alien identification card; __ neither

If employed, I would be interested in coaching or sponsoring the following extra-curricular activities:

Activity	Prior Experience (number of years and name of school)

Have you previously been employed with the District?

- Yes Position: _____ Dates: _____
- No

Have you previously applied for employment with the District?

- Yes Date: _____
- No

Are any of your relatives employed by the District?

- Yes Name: _____ Position: _____
- No

By my signature below, I affirm that the information provided on this application and on any accompanying resume, continuation sheets, and other documentation submitted in connection with my application, is true and complete to the best of my knowledge.

Signature

Date