

# FLOYD MUNICIPAL SCHOOLS

P.O. BOX 65

Floyd, New Mexico 88118

Phone: 575-478-2211 FAX: 575-478-2811

-----For Personnel Office Use Only-----

<input type="checkbox"/> Placement File	<input type="checkbox"/> N.M. License
<input type="checkbox"/> Test Scores	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Signed Release	<input type="checkbox"/> Background Check
<input type="checkbox"/> Appl. Complete	<input type="checkbox"/> Ref Letter Mailed

School Year: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Updated: \_\_\_\_\_

## Instructional Support Application

(Educational Ass't, Custodial/Maintenance, Secretarial, Foods, Other)

NOTE: Application will remain active for one year from date received.

Applicants Full

Name \_\_\_\_\_  
(Last) (First) (MI) (Maiden Name)

Other Name(s) \_\_\_\_\_

(Please provide any other information relative to change of name, use of an assumed name or nickname, necessary to enable a check on your work or school record)

Current Mailing Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Alternate Mailing Address \_\_\_\_\_

Telephone Numbers:

Current \_\_\_\_\_ Alternate: \_\_\_\_\_ Work: \_\_\_\_\_

Other: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### EDUCATIONAL LEVEL: (Check appropriate box to indicate highest level of formal education)

- A. Education:  HS Diploma  GED  0-30 Credits at Accredited Institution  
 30+ Credits at Accredited Institution  Associates Degree from Accredited Institution  
 BA Degree or Higher from Accredited Institution

B. Do you have any licensure (teaching, substitute, Educational Assistant) from the Public Ed. Department?  No  Yes

C. If applying for an E.A. position, have you taken any tests for licensure?  No  Yes  
Do you have passing scores?  No  Yes (Include copies of scores, if applicable)

### MARK THE BOXES TO INDICATE POSITIONS FOR WHICH YOU DESIRE AND ARE/CAN BE LICENSED TO FILL:

- Custodian/Maintenance  Food Service  Secretarial  Technology  
 Educational Assistant  Substitute  Other \_\_\_\_\_

**CONFLICT OF INTEREST:** Please list any relative(s) you have who serve on the Floyd Board of Education or who are employed by the Floyd Municipal Schools: \_\_\_\_\_

### -----FOR PERSONNEL OFFICE USE ONLY-----

Interviewed by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

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**FLOYD MUNICIPAL SCHOOL DISTRICT**  
**P.O. BOX 65**  
**FLOYD, NEW MEXICO 88118**  
**PHONE: 575-478-2211 / FAX: 575-478-2811**  
**AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE**  
**(To be completed by Applicant)**  
**A COPY OF THIS AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE**  
**MAY BE SENT TO ALL REFERENCES.**

**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 fact shall be sufficient cause for disqualification of my application or for termination of my employment. Failure to provide all or part of the information requested might result in the refusal of the Floyd Municipal School District to further consider me for possible employment.**

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

I hereby authorize the party receiving a copy of this signed form (including 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 FLOYD MUNICIPAL SCHOOL DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.**

I understand and agree that if I am considered as a finalist for, or 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 school district, but pursuant to the Criminal Offender Employment Act of New Mexico (NMSA 1978, 28-2, et seq.), such convictions may be the basis for refusing employment. I understand that any employment offer is contingent upon the satisfactory completion of all background checks.

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 Floyd Municipal School 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**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

It is the policy of the Floyd Municipal Schools to provide equal opportunity in employment or the provision of services to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, religion, color, age, sex, marital status, national origin, or disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.



**List three most recent references.** Include Supervisors, principals, superintendents, or others for whom you have worked who have firsthand knowledge of your character, personality, and demonstrated competence for the position(s) for which you are applying. Provide ALL information necessary to allow us to contact these references.

NAME OF REFERENCE	POSITION/RELATIONSHIP	COMPLETE MAILING ADDRESS	PHONE

**ELIGIBILITY:** Are you a U.S. Citizen, or are you eligible to work in the U.S.?  Yes  No

**GENERAL INFORMATION:**

Month/Day/Year you are available for employment: \_\_\_\_\_

Are you currently employed?  Yes  No If Yes, where? \_\_\_\_\_

If currently employed, why do you wish a change? \_\_\_\_\_

Have you had prior employment with any public school? Check One  Yes  No

If Yes, where/what School? \_\_\_\_\_

Have you had prior experience working around school-age children?  Yes  No

If Yes, in what capacity? \_\_\_\_\_

Please list any relative(s) you have who serve on the Floyd School Board of Education or who are employed by the Floyd Municipal Schools:

How did you learn about the position(s) for which you are applying:

Job Posting/Advertisement  Floyd School Employee  Friend  Recruitment Event

School Web-Site  Other: \_\_\_\_\_

Do you have any objections to a representative of Floyd Municipal Schools contacting your current employer for a reference?

Yes  No

**Applicant Comments:** \_\_\_\_\_

Insert to Employment Application

**CRIMINAL HISTORY AFFIDAVIT**

Applicant/New Employee

Dear Applicant: Most positions with the Floyd Municipals (FMS) involve contact with our student population. We ask that you provide information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. *This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or from termination of employment regardless of when the misrepresentation or omission is discovered.*

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

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The FMS will consider the nature of any conviction or alleged conduct underlying the affirmative response and the position for which you are applying.

**SECTION 1 (Check ONE of the following two 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 or any other jurisdiction.

**OR**

\_\_\_\_\_ I certify that the statements I attach to this form (see NOTE at bottom of Section II on reverse side of this sheet) 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 II (Please check "yes" or "no" for the following questions)**

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?	Yes _____ No _____
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position for misconduct?	Yes _____ No _____
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employers investigation of sexual contact with another person, of mishandling funds, or of criminal conduct?	Yes _____ No _____
4. Have you ever been convicted of a sex-or-drug-related offense?	Yes _____ No _____
5. Have you ever been charged with, or investigated for sexual abuse of another person?	Yes _____ No _____
6. Have you ever been charged with, pled guilty, or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse or any person or any other crime?	Yes _____ No _____
7. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest", or 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 previous seven questions, 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 the sign and date each sheet in the upper right hand corner.

**(CONTINUED ON REVERSE SIDE)**

**(COMPLETE REVERSE SIDE ALSO)**

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

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

**I understand and agree that any offer of employment that I may receive, or have received, from the FMS 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 FMS is inconsistent with any statement made by me on this affidavit.**

I authorize the FMS 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 FMS, 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 all claims, and I expressly agree to the terms set forth herein.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
My Commission Expires  
(SEAL)

\_\_\_\_\_  
Notary Public