



# ESTANCIA MUNICIPAL SCHOOLS

P.O. Box 68 / Estancia, NM 87016

Cindy L. Sims, PhD  
Superintendent

(505) 384-2006  
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## NON-CERTIFIED EMPLOYMENT APPLICATION

### APPLICANT INFORMATION

DATE OF APPLICATION \_\_\_\_\_

FULL NAME \_\_\_\_\_

OTHER NAMES USED \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_

CURRENT PHYSICAL ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ PHONE NUMBER(S) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

POSITION DESIRED:

Rank in order of preference if more than one is checked.

FULL TIME

**Bus Driver** \_\_\_\_\_  
**Cafeteria** \_\_\_\_\_  
**Classroom** \_\_\_\_\_  
**Clerical** \_\_\_\_\_  
**Custodial** \_\_\_\_\_  
**Other** \_\_\_\_\_

SUBSTITUTES

**Bus Driver** \_\_\_\_\_  
**Cafeteria** \_\_\_\_\_  
**Classroom** \_\_\_\_\_  
**Clerical** \_\_\_\_\_  
**Custodial** \_\_\_\_\_  
**Other** \_\_\_\_\_

EDUCATION: List below \_\_\_\_\_ or See Resume \_\_\_\_\_

SCHOOL(S) ATTENDED	GRADE COMPLETED and/or DEGREES EARNED	NAME & LOCATION OF SCHOOL	DATE OF GRADUATION

If not a High School Graduate, do you have a GED Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of GED Certificate \_\_\_\_\_

EXPERIENCE: List below \_\_\_\_\_ or See Resume \_\_\_\_\_

NAME OF EMPLOYER	DATES OF EMPLOYMENT	NATURE OF WORK

Are you a N.M. Education Retirement Board Retiree (ERB)? Yes No

Are you a N.M. Public Employee Retirement Association Retiree (PERA)? Yes No

REFERENCES: Please list at least three (3) professional contacts who are in a position to make a meaningful evaluation of your work. List below \_\_\_\_\_ or See Resume \_\_\_\_\_

NAME	ADDRESS	TELEPHONE NUMBER(S)

List prior experiences in education and reason for wanting to be employed here.


PERSONAL BIOGRAPHY:


## EMPLOYMENT HISTORY AFFIDAVIT

Most positions with the Estancia Municipal School District involve contact with our student population. You must provide the information below to help us evaluate your suitability to perform in this capacity. 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. An affirmative answer provided by you on this is NOT an automatic bar to employment.

The Estancia Municipal School District will consider the nature of any alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the alleged conduct underlying the affirmative response and the position for which you are applying. If the alleged conduct is directly related to the position for which you have applied, you may be required to provide additional information.

I, being an applicant for, or having been offered, a position with Estancia Municipal Schools certify that this document is true, accurate, and a full disclosure of my professional background history.

	Yes	No
Are you eligible to work in the United States?		
Are you currently delinquent in payment of court-ordered child support?		
Have you ever had a court-ordered screening for alcohol or drug dependence?		
Are you presently being investigated or under a procedure to consider your discharge for misconduct including child abuse or neglect, sexual misconduct, or any sexual offense by your present employer, or if you offered a resignation, your previous employer?		
Have you ever been under investigation for, or have been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, unless the allegations were false or unsubstantiated?		
Have you ever 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?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, unless the allegations were false or unsubstantiated?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, unless the allegations were false or unsubstantiated?		
Have you ever had a professional license or certificate denied, suspended, surrendered, or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation?		
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?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation for sexual abuse of another person?		

NOTE: If you have answered yes to any of the questions above, please explain in detail in the text box below. Be sure to include the date of the misconduct in question.

I certify that the facts and information in this application, and in any attachments or supporting documents, are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### HIRING PROCEDURES

1. **All** applications that are received will be screened. Selected applicants will be contacted for personal interviews.
2. Applications are kept active by calendar year. Applicants wishing to update their applications from one year to the next may do so by sending a cover letter to that effect to the District Office.
3. Application packets and placement files should be sent to the following address (do not send them directly to the schools):

Estancia Municipal Schools  
Human Resource Department  
P.O. Box 68  
Estancia, NM 87016

4. The selected candidate must supply teaching license and a complete transcript of credits in order to validate a contract within the district.
5. The Superintendent will assign the new teacher to a grade or specialization area. Such assignments are subject to change if the needs of the district change.

The Estancia Municipal School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, ancestry, or any other legally protected classification in compliance with federal and state laws.

# Applicant Waiver

## PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

**I understand that in order for my application to be considered, the following Affirmations must be initialed by me as the applicant.**

By my initials and signature below I, the applicant, certify that the information provided in or attached to this application is complete, accurate, true to the best of my knowledge, and current as of the date below. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment.

\_\_\_\_\_ I hereby authorize the Estancia Municipal School District to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. Such background check(s) may include but not be limited to my criminal record, driving record, and employment history. I understand the Estancia Municipal School District may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of Estancia Municipal School District's choice.

\_\_\_\_\_ I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have.

\_\_\_\_\_ I authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Estancia Municipal School District or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive any claim of confidentiality I might have with regard to such information.

\_\_\_\_\_ I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information.

\_\_\_\_\_ I understand that the use of illegal drugs is prohibited. In accordance with the Estancia Municipal School District policy, I am willing to submit to drug testing to detect the use of illegal drugs after any job offer has been made, and prior to starting employment.

\_\_\_\_\_ I understand that an offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except Superintendent of the Estancia Municipal School District. Any employment agreements will only be valid and binding when the agreement is expressly set forth in a written document signed by an authorized representative of the Estancia Municipal School District.

\_\_\_\_\_ I understand and agree that if I am considered as a finalist for, or I am actually recommended for or offered 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, 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, the district may provide me written notice of the withdrawal of its offer of employment, and that I shall be entitled to no further process or procedure.

\_\_\_\_\_ I understand that, pursuant to the Inspection of Public Records Act (IPRA) as interpreted by recent court decisions, the identity of public sector job applicants and the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization may be subject to disclosure to persons outside the school district, including the media, to the extent such information is not expressly protected from disclosure by exceptions to the IPRA, or other applicable employee privacy or confidentiality laws, including but not limited to, the Health Insurance Portability and Accountability Act (HIPPA). (Results of criminal background checks, if requested are privileged and protected from public disclosure.)

\_\_\_\_\_ I waive any right of action, cause of action, or other means of redress I may have against any person supplying employment-related information including but not limited to information concerning my background, work history, and disciplinary history to the school district.

As a result, the applicant must make his or her own decision as to submitting the application and the impact which public disclosure of his or her identity as an applicant, or application materials may have. By checking this box, you are certifying that you have read and agreed to all of the terms of the above statements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Per NM HB 128, the legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of New Mexico’s school children. The district will survey all former employers regarding any information related to acts of ethical misconduct that have been substantiated. It is your responsibility to list all former positions in which you had unsupervised contact with children:

Organization Name	Organization Address	Organization Phone Number	Position Held