

Los Alamos Public Schools
751 Trinity Drive / P. O. Box 90
Los Alamos, NM 87544
Telephone (505) 663-2222
Fax (505) 663-2791
Website www.laschools.net

REV. 07/09

APPLICATION FOR NON-CERTIFIED SCHOOL POSITION

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR VACANCIES, WHICH MAY OCCUR.

Date of application: _____

Last Name: _____ First Name: _____ Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Cell #: _____

Email: _____

Have you ever been employed by Los Alamos Public Schools? Yes _____ No _____ If so, when? _____

Please list all other names used: _____

Are you able to legally work in the United States? Yes _____ No _____

High School Diploma/Equivalent: _____ Year: _____ GPA: _____

BA- Name and State of Institution: _____

BA Major: _____

MA- Name and State of Institution: _____

MA Major: _____

JOB CATEGORIES

Please list the position in which you are interested in by using numerals to indicate order of preference or write the job number below:

Accounting Technician

Maintenance Technician

Bus Driver

Seasonal Labor

Bus Driver Assistant

Secretary

Clerk

Security

Coach – Specify Sport

Substitute Bus Driver

Custodian

Substitute Bus Driver Assistant

Food Services

Technology Specialist

*Instructional Assistant

Volunteer

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Job Number(s): _____

* Instructional Assistants requirement: High School Diploma or equivalent required and must be 18 years of age for Elementary level and must be 21 years of age for Secondary level.

LICENSURE/CERTIFICATION(S)
IMPORTANT: Please list all licenses that you currently hold

Category:	State:	License #:	Date of Issue:	Date of Expiration:

MISCELLANEOUS

1. Are you available to work? (Please circle) Full-time Part-time Temporary

2. On what date will you be available? _____

3. Will you be willing to take a post-offer physical exam? Yes No

4. Please list machines and equipment you are capable of operating which pertain to the position for which you are applying:

5. Do you possess a valid New Mexico's driver's license? Yes No

6. Do you possess a commercial driver's license? Yes No

6a. With what endorsements? _____
 (A driver's license is not a prerequisite for all employment, but some positions do require an employee to operate a motor vehicle as part of his/her job duties. State law requires such employees to possess a valid New Mexico driver's license.)

IMPORTANT: Will you be available for special emergency assignments, such as snow removal or building security, on short notice, at odd or unusual hours? Yes No

PROFESSIONAL REFERENCES

INCLUDE ONLY SUPERVISORS WHO KNOW YOUR WORK. IF YOU ARE PRESENTLY EMPLOYED, INCLUDE YOUR IMMEDIATE SUPERVISOR OR PRINCIPAL. ALL MATERIAL OBTAINED THROUGH THE APPLICATION PROCESS BECOMES THE PROPERTY OF LOS ALAMOS PUBLIC SCHOOLS.

NAME	ADDRESS	TELEPHONE #	OFFICIAL POSITION

READ AND SIGN:

I UNDERSTAND ANY FALSE STATEMENTS OR MISREPRESENTATION OF FACTS ON ANY PORTION OF MY COMPLETED APPLICATION ARE GROUNDS FOR IMMEDIATE DISMISSAL.

I HEREBY AUTHORIZE LOS ALAMOS PUBLIC SCHOOLS TO CONDUCT A REFERENCE AND CRIMINAL BACKGROUND CHECK AND INVESTIGATE ALL STATEMENTS AND INFORMATION PROVIDED ON THE APPLICATION. I UNDERSTAND THE INFORMATION IS ONLY FOR THE USE OF THE EMPLOYER AND SEARCH COMMITTEE TO WHOM IT IS MAILED AND NOT TO BE TRANSFERRED TO ANY OTHER PARTY. I UNDERSTAND THAT CONSIDERATION FOR EMPLOYMENT IS CONDITIONAL UPON THE RESULTS OF A REFERENCE CHECK.

I HEREBY CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE, ACCURATE, AND FULL DISCLOSURE, TO THE BEST OF MY KNOWLEDGE AND BELIEF. I WAIVE THE RIGHT TO HOLD LIABLE THOSE PERSONS WHOSE NAMES APPEAR ON THE APPLICATION FORM.

I HEREBY WAIVE ANY RIGHT OF ACTION, CAUSE OF ACTION, OR OTHER MEANS OF REDRESS I MAY HAVE AGAINST ANY PERSON OR ENTITY SUPPLYING INFORMATION CONCERNING MY BACKGROUND UNDER GUARANTEE OF CONFIDENTIALITY AND ALSO WAIVE ACCESS TO REVIEW CONFIDENTIAL INFORMATION OBTAINED.

I CERTIFY THAT THIS APPLICATION IS COMPLETE AND ACCURATE AND THAT ANY MISSTATEMENT OF MATERIAL FACTS WILL BE GROUNDS FOR DISQUALIFICATION FROM FURTHER CONSIDERATION IN THE SELECTION PROCESS, OR, IF HIRED, GROUNDS FOR DISCHARGE.

SIGNATURE OF APPLICANT: _____

**Mail completed application to:
Los Alamos Public Schools
Human Resources Department
P.O. Box 90
Los Alamos, NM 87544**

LOS ALAMOS PUBLIC SCHOOLS

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. Failure to provide all or part of the information requested may result in the refusal of Los Alamos Public Schools (School District) to further consider me for possible employment.

I hereby authorize the School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the School District may send a copy of the Agreement and Authorization to each individual or entity from whom it is seeking 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 may 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 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, Section 28, Article 2), 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 Los Alamos 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

CRIMINAL HISTORY AFFIDAVIT

Dear Applicant: Most positions with Los Alamos Public Schools involve contact with our student population. We ask that you provide the 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 for termination of employment regardless of when the misrepresentation or omission is discovered.*

PLEASE COMPLETE SECTIONS I AND II.

SECTION I (Check ONE of the following two statements)

I certify that I am not awaiting trial on, I have never been charged or 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 (see NOTE at bottom of Section II) 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 II (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, by your previous employer?	<input type="checkbox"/> yes <input type="checkbox"/> no
2	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?	<input type="checkbox"/> yes <input type="checkbox"/> no
3	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of mishandling funds, or of criminal conduct?	<input type="checkbox"/> yes <input type="checkbox"/> no
4	Have you ever been charged with a sex or drug-related offense?	<input type="checkbox"/> yes <input type="checkbox"/> no
5	Have you ever been charged with, investigated, pled guilty or no contest (nolo contendere), or been convicted of any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no
6	Have you (a) ever been charged of a crime, other than a minor traffic offense; (b) ever entered a plea of guilty or a plea of "no contest," or (c) 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?	<input type="checkbox"/> yes <input type="checkbox"/> no

NOTE: If you have answered yes to any of the previous six questions, please submit attach sheet(s) explaining in detail 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. Mail the sheet(s) to: Los Alamos Public Schools, Human Resources Department, P.O. Box 90, Los Alamos, NM 87544.

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

- | | | |
|---|--|-----------------------------------|
| 1. Sexual abuse of a minor | 7. Commercial sexual exploitation of a minor | 13. First or second degree murder |
| 2. Incest | 8. A dangerous crime against a child or children | 14. Voluntary manslaughter |
| 3. Sexual assault | 9. Child abuse | 15. Kidnapping |
| 4. Sexual exploitation of a minor | 10. Molestation of a child | 16. Arson |
| 5. Contributing to the delinquency of a minor | 11. Sexual conduct with a minor | 17. Burglary or Robbery |
| 6. Possession/Distribution of marijuana, dangerous, or narcotic drugs | 12. Aggravated assault of a minor | 18. D.U.I./D.W.I. |

I understand and agree that any offer of employment that I may receive, or have received, from Los Alamos Public Schools 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 any offer of employment that may be made by the district may be withdrawn immediately, upon written notice by the district and without further process, on the basis of material omissions or false statements in this Affidavit or if any information received by Los Alamos Public Schools is inconsistent with any statement or omission made by me on this affidavit.

I authorize Los Alamos Public Schools 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 a 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 Los Alamos Public Schools, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment are conditional upon completion of the required background investigation. I have read this authorization, release of all claims, and I do hereby swear and certify that this document is a true, accurate, and full disclosure of my personal and professional background history. I expressly agree to the terms set forth herein.

Printed Name

Date

Signature

Social Security Number