

**TAOS MUNICIPAL SCHOOLS  
213 PASEO DEL CANON  
TAOS, NEW MEXICO 87571**

**EMPLOYMENT APPLICATION  
NON-CERTIFIED POSITIONS**

APPLICANT'S NAME: \_\_\_\_\_

**APPLICANT INSTRUCTIONS:**

1. IF YOU NEED HELP COMPLETING THIS APPLICATION FORM OR FOR ANY PHASE OF THE EMPLOYMENT PROCESS, PLEASE NOTIFY THE PERSON WHO GAVE YOU THIS FORM AND EVERY EFFORT WILL BE MADE TO ACCOMMODATE YOUR NEEDS IN A REASONABLE AMOUNT OF TIME.
2. PLEASE READ "APPLICANT NOTE."
3. COMPLETE BOTH SIDES OF THIS FORM. SHOULD MORE SPACE BE NEEDED, PLEASE USE THE BACK OF THE APPLICATION.
4. PRINT CLEARLY; INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE PROCESSED.

**APPLICANT NOTE: This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process, or if discovered after employment, terminating employment.**

**THE TAOS MUNICIPAL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER. DISTRICT POLICY PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE OR DISABILITY.**

**A FELONY CONVICTION WILL NOT NECESSARILY BAR AN APPLICANT FROM EMPLOYMENT, BUT PURSUANT TO THE CRIMINAL EMPLOYMENT ACT (NMSA 28-2-1, et seq) SUCH CONVICTIONS MAY BE BASIS FOR REFUSING EMPLOYMENT.**

**AGREEMENT, AUTHORIZATION, WAIVER AND RELEASE**  
**(This side to be completed by Applicant)**

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 the Taos Municipal Schools to further consider me for possible employment.

I hereby authorize the Taos Municipal Schools and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Taos School 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 information as may be requested, and I hereby 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 Related from any and all claims of 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 TAOS MUNICIPAL SCHOOLS 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 conviction shall not automatically bar an applicant from obtaining employment with the Taos Municipal Schools, 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 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 Taos Municipal Schools 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.

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Signature of Applicant

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Date

**TAOS MUNICIPAL SCHOOLS  
EMPLOYMENT APPLICATION  
NON-CERTIFIED POSITIONS**

I. GENERAL INFORMATION

A. Today's Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Current Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

B. Position Applying For:  
 \_\_\_\_\_  
 \_\_\_\_\_

Availability: \_\_\_\_\_

II. EDUCATION: Please circle the highest grade completed:

7 8 9 10 11 12 13 14 15 16+

Please list all educational experiences starting in reverse chronological order.

	<b>Institution</b>	<b>Address</b>	<b>Attendance Dates</b>	<b>Contact Person (Name &amp; Phone #)</b>
<b>A.</b>				
<b>B.</b>				
<b>C.</b>				
<b>D.</b>				
<b>E.</b>				
<b>F.</b>				
<b>G.</b>				

III. **WORK EXPERIENCE:** Please list all work experience (teaching, professional, and other); start with your most recent position and proceed to your earliest position. If there are lapses in your experience chronology, please indicate the time period and give the reason for the lapse. Include military and student teaching experience. Please do not put “See Attached Resume.”

	<i>Employer/Position</i>	<i>Address</i>	<i>Phone #</i>	<i>Dates of Employment (From - To) (Include Mo. &amp; Yr.)</i>	<i>Reason for Separation</i>	<i>Immediate Supervisor (i.e. Address/Phone#)</i>
A.						
B.						
C.						
D.						
E.						
F.						
G.						
H.						
I.						
J.						

Please ask for a continuation sheet if there is not enough space on this sheet to account for all previous employment.

IV. Job Related Skills:

A. List Languages in which you are fluent: \_\_\_\_\_

B. If the Job requires, do you have the appropriate valid driver’s license? \_\_\_\_\_Yes \_\_\_\_\_No

C. Have you ever had a moving violation? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please describe: \_\_\_\_\_

D. List skills, licenses or certifications that may be job related or that you feel would be of value to the District in considering this employment application. \_\_\_\_\_

\_\_\_\_\_

V. Agreement, Authorization, Waiver and Release Form: Please read the attached form and sign and date at the bottom of the form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRIMINAL HISTORY AFFIDAVIT**  
**APPLICANT/NEW EMPLOYEE**

**Dear Applicant: Most positions with the Taos Municipal 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.**

I, \_\_\_\_\_, being an applicant for, or having been offered a position with the Taos Municipal School 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.

*The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The Taos Municipal Schools 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.*

**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, your previous employer?	____ YES ____ NO
2.	Have you even been reprimanded, disciplined, discharged, or asked to resign from a prior position?	____ YES ____ 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 of 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 sign and date each sheet.

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. 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                      |
| 6. Distribution of marijuana, or 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 the Taos Municipal School 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 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 Taos Municipal Schools is inconsistent with any statement made by me on this affidavit.**

**(OVER)**

## BACKGROUND INVESTIGATION

### AUTHORIZATION TO VIEW OR OBTAIN CRIMINAL INFORMATION

I authorize the Taos Municipal School District to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks, and release of investigative 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 Taos Municipal School 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 all claims, and I expressly agree to the terms set forth herein.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Social Security Number*

\*\*\*\*\*

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

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

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

(SEAL)

My Commission Expires:\_\_\_\_\_