

JEMEZ VALLEY PUBLIC SCHOOLS

8501 Highway 4
Jemez Pueblo, New Mexico 87024

**APPLICATION FOR
NON-CERTIFIED POSITION**

Type or Print Clearly

1. Date Submitted _____ Social Security Number _____

2. Name _____

a. Last First Middle

b. Other names under which information may be received

3. Present Address: _____

Street/P.O. Box

_____ Phone () _____

City State Zip Area Code

4. Permanent Address: _____

Street/P.O. Box

_____ Phone () _____

City State Zip Area Code

5. Position Desired:

a. Check all that apply: () Administrative () Instructional Aide () Clerical Aide () Secretary () Bookkeeper

() Maintenance () Custodian () Substitute () Other _____

b. Date of availability _____

6. Education:

a. List schools you attended:

School	Name and Location of School	No. of Years Completed	Did You Graduate?	Degree or Diploma
College/ University	_____ _____		() Yes () No	
High School	_____ _____		() Yes () No	
Elementary School	_____ _____		() Yes () No	
Other	_____ _____		() Yes () No	

7. Experience (Begin with most recent experience.) Attach additional page, if necessary.

School or Company

a. Position _____ Name _____
Full-time _____ Part-time _____ Street _____
Length of service _____ City/State _____
Name of Supervisor _____ Telephone () _____
Reason for leaving _____

b. Position _____ Name _____
Full-time _____ Part-time _____ Street _____
Length of service _____ City/State _____
Name of Supervisor _____ Telephone () _____
Reason for leaving _____

c. Position _____ Name _____
Full-time _____ Part-time _____ Street _____
Length of service _____ City/State _____
Name of Supervisor _____ Telephone () _____
Reason for leaving _____

d. Additional on attached page. Yes _____ No _____

8. General Information:

a. Are you eligible to work in the United States? Yes _____ No _____

b. Have you ever applied for a job with the Jemez Valley Public School District before this time?
Yes _____ No _____
If yes, give date and type of application submitted. _____

- c. Do you have a valid driver's license? Yes_____ No_____
- d. When would you be able to begin work?_____
- e. Do you have any physical condition or handicap that might limit your ability to perform any functions of the positions for which you are applying? Yes_____ No_____ If "yes," please suggest any accommodation that may be made to enable you to overcome such limitation.
- _____
- _____

9. References: Include individuals familiar with your work performance and job skills.

- a. Name:_____ Position:_____
- Address:_____ Telephone No: () _____
- _____
- b. Name:_____ Position:_____
- Address:_____ Telephone No: () _____
- _____
- c. Name:_____ Position:_____
- Address:_____ Telephone No. () _____
- _____

Note: An application for a non-certified position with Jemez Valley Public Schools is considered active when the following materials are on file in the personnel office:

1. A completed and signed application form; and
2. Copies of transcript(s) of college/university work (official transcripts required upon employment), if applicable.

It is the responsibility of the applicant to obtain such materials and have them sent to the personnel office. Applications are kept on file for one year from the date submitted. If the applicant has not been employed within this time, the application will be destroyed unless the applicant submits a letter updating the application and requesting continued consideration.

I hereby authorize all schools and previous employers to disclose to the Jemez Valley Public schools my record, reason for leaving, and all information which may assist the Jemez Valley Public Schools in evaluating my application; and I hereby release them and the Jemez Valley Public Schools from all liability arising from such disclosure.

And further, should I be employed by Jemez Valley Public Schools and subsequently terminate such employment, or seek other employment, I authorize district officers and the personnel office of Jemez Valley Public Schools to disclose information to any subsequent prospective employers information concerning my employment performance with this district and reason for leaving; and I hereby release Jemez Valley Public Schools from all liability arising from such disclosure.

I hereby certify that the above information furnished on this application is true and correct, and I agree that, if any of the information is false, such shall constitute grounds for the termination of any contract of employment which might be granted to me.

Applicant's Signature

Date

The Jemez Valley Public School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, or military status in employment or the provision of services. This includes, but is not limited to admissions, vocational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of Jemez Valley Public Schools. The Americans with Disabilities Act of 1990 as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent or designee that an accommodation is needed. Applicant is subject to NMSA 1978, Section 28-2-1, et seq., Criminal Offender Employment Act of New Mexico.

JEMEZ VALLEY PUBLIC SCHOOL DISTRICT

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

A. Applicant Certification.

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 School District to further consider me for possible employment.

B. Authorization for Reference Checks.

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 will send a copy of this Agreement and Authorization to each individual or entity from whom it is seeking a reference or background information.

C. Waiver and Release as to Reference Checks.

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 SCHOOL DISTRICT.

D. Criminal Background Checks.

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 (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, 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.**

E. Public Disclosure of Applicant Names and Application Materials.

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.)

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.

Signature of Applicant

Date

Printed Name of Applicant

