

## EMPLOYMENT APPLICATION

NON-CERTIFIED POSITION

### GADSDEN INDEPENDENT SCHOOL DISTRICT

Post Office Drawer 70 Anthony, New Mexico 88021

Name:	Social Security No
Address:	Telephone No.:
I. To the applicant: Please read the fo	llowing and sign below.
-	District is an equal opportunity employer, and does not olor, national origin, religion, or disability.
2. Position Desired:	
a. Please indicate the position desi	red:
b. Date of availability:	

- 3. Please let us know if you require an accommodation to allow you to complete the application form, or for any other aspect of the application process.
- 4. You must complete this application in full and provide **all** information requested. If you do not have all the requested information with you, take the application with you, and return it completed at a later date. An incomplete application will not be considered.
- 5. The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant=s disqualification or discharge, regardless of when the misrepresentation or omission is discovered.
- 6. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists will also be subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.
- 7. All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining

employment with the District, but pursuant to the Criminal Offender Employment Act, NMSA 1978 §28-2-4 and §28-2-5, may be a basis for refusing employment.
I have read and understood the foregoing:

## II. EDUCATION

College or University	Address/Telephone No.	Years Attended	Major	Degree and year	Name of contact or reference

[Continue on separate sheet if necessary]

# III. LANGUAGE SKILLS [other than English]

Language	Speak (yes or no)	Read (yes or no)	Write (yes or no)

## IV. CERTIFICATION

State	Certificate No.	Endorsements

[Continue on separate sheet if necessary]

## V. EMPLOYMENT HISTORY

Note to Applicant: Include <u>all</u> employers since high school. Account for any gaps in employment history - e.g., if attending school, identify school and dates; if self-employed, give name and address of business and name and telephone number of business reference; if unemployed, give your address and telephone number during period of unemployment.

Employer Name	Employer Address and Telephone Number	Dates of Employment	Position(s) Held	Immediate Supervisor	Reason(s) for Leaving (please be specific)

[Continue on separate sheet if necessary]

## VI. EMPLOYMENT HISTORY AFFIDAVIT

To the Applicant:

10 th	Applicant.			
help u	positions with the District involve contact with our student possesses evaluate your suitability to perform in this capacity. As with ay be grounds for disqualification or discharge, regardless of	the rest of this application, any misrep	resentation	n or omission o
of any	firmative answer provided by you on this insert is NOT an aut alleged conduct underlying an affirmative response, the date ationship between the alleged conduct underlying the affirm	of the alleged conduct in question, you	r interveni	ng conduct, and
I,this do	, being an application for ocument is true, accurate, and full disclosure of my professio	, or having been offered, a position wirnal background history.	th the Dist	rict, certify that
SECT	TON A (Please check the appropriate "yes" or "no" box for	the following questions)		
1.	Are you presently being investigated or under a procedure misconduct by your present employer or if you offered a re		□yes	□no
2.	Have you ever been reprimanded for misconduct?		□yes	□no
	Have you ever been disciplined for misconduct?		□yes	□no
	Have you ever been discharged for misconduct?		□yes	□no
	Have you ever resigned, or been asked to resign, from a pr	for position for misconduct?	□yes	□no
3.	Have you ever resigned from a prior position without being involving your employer=s investigation of inappropriate s	sexual contact with another person?	□yes	□no
	Or involving your employer=s investigation for sexual abu	se of another person?	□yes	□no
I authorinvest request distress official	nated by the district immediately if any information contained et is inconsistent with any statement made by me on this afficulties the District to check my employment history, including igatory information possessed by any private or public employers for or provision of such information, I expressly waive a ses, invasion of privacy or interference with contractual relationals, or any provider of such information.  First and that all terms of employment or offers of employment ete. I have read this authorization and release of all claims, and the state of th	davit.  without limitation, evaluations, reference of any state, local, or federal agence on claims, including without limitations that I might otherwise have against at the agence of the conditional until the required em	nce checks y. In conn on defama the Distric	, and release of ection with any tion, emotional t, its agents and investigation is
1. 1.	0.00			
Applic	cant's Signature	Date		
Printe	d Name	Social Security Number		
State	of)			
Count	y of)			
	Subscribed and sworn to before me this	day of	, 2010.	
My Co	ommission Expires	Notary Public		
(SEAI	L)			

VII. GENERAL

I have be	een known by the fo	ollowing other names:
	thorized to work i ation card;nei	n the United States on the basis of U.S. citizenship; alien ther.
If employ	=	terested in coaching or sponsoring the following extra-curricular
Activity	у	Prior Experience (no. years) and name of school
Have you	u previously been	employed with the District?
o Yes o No	Position:	Dates:
Have you	u previously applic	ed for employment with the District?
o Yes o No	Date:	
Are any	of your relatives e	mployed by the District?
o Yes o No	Name:	Position:
******	******	********************
accompa	nying resume, conti	ffirm that the information provided on this application and on any nuation sheets, and other documentation submitted in connection with complete to the best of my knowledge.
		Date:
	Signature	<del></del>



### **Gadsden Independent 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. <u>Criminal Background Checks.</u>

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. <u>Public Disclosure of Applicant Names and Application Materials.</u>

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.

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Signature of Applicant	Date		
Printed Name of Applicant			