



"... Along the Santa Fe Trail ..."

# Springer Municipal Schools

## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position(s) Applied For: (1) \_\_\_\_\_ (2) \_\_\_\_\_

### EDUCATION:

High School/College/University	Years Attended	Diploma/Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ADDITIONAL TRAINING:

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCES: (List three references who are not related to you and are not previous employers.)

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT EXPERIENCE:**

Name	Address	Telephone Number	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ADDITIONAL INFORMATION:**

Please provide any additional information you think we might find useful:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the forgoing information is correct to the best of my knowledge:

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

The Springer Municipal 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, handicap, or veteran status in employment or the provision of services. 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 that an accommodation is needed.

Mail Application to: Superintendent  
Springer Municipal Schools  
P.O. Box 308  
Springer, New Mexico 87747  
Phone: (505) 483-2482  
Fax: (505) 483-2387

**SPRINGER MUNICIPAL SCHOOLS**  
**P.O. Box 308, Springer, New Mexico 87747 (505) 483-2482**

**AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE**  
**(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 Springer Municipal School District to further consider me for possible employment.

I hereby authorize the Springer Municipal School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Springer Municipal 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) 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 understand and agree that if I am considered as a finalist for, or 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 Springer Municipal 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 AM WAIVING ANY RIGHT OR 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 AND WORK HISTORY TO THE SPRINGER MUNICIPAL SCHOOL DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand the information contained in this application and information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of the Springer Municipal School District and its agents for employment decisions, and will not be transferred to any other entity without written authorization unless required to be disclosed upon request by either New Mexico or federal law.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**SPRINGER MUNICIPAL SCHOOLS**  
**P.O. Box 308, Springer, New Mexico 87747 (505) 483-2482**

**CRIMINAL HISTORY AFFIDAVIT**  
**Applicant/New Employee**

Dear Applicant: Most positions with the Springer Municipal School District 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 Springer Municipal School District, and *being duly sworn according to law*, certify that this document is a 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 Springer Municipal School District will consider the nature of any conviction of alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interviewing conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

**Section I** (Check ONE of the following two statements)

\_\_\_\_\_ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses described in this document in this state or any similar offenses in any other jurisdiction and that I have never been put on, and am not currently on probation in 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, to your previous employer?   | _____ 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 been asked to resign from a prior position for misconduct?   | _____ 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? Or involving your employer's investigation of criminal conduct? | _____ Yes | _____ No |
| 4. | Have you ever been convicted of a sex-related offense?   | _____ Yes | _____ No |
|    | Have you ever been convicted of a drug-related offense?  | _____ Yes | _____ No |
| 5. | Have you ever been charged with sexual abuse of another person?  | _____ Yes | _____ No |
|    | Have you ever been investigated for sexual abuse of another person?  | _____ Yes | _____ No |
| 6. | Have you ever been charged with any crime involving sexual abuse of any person or any other crime?   | _____ Yes | _____ No |
|    | Have you pled guilty or "no contest" (nolo contendere) to any crime involving sexual abuse or any crime involving sexual abuse of any person or any other crime?   | _____ Yes | _____ No |
|    | Have you ever been convicted of any crime involving sexual abuse of any person or any other crime?   | _____ Yes | _____ No |
| 7. | Have you ever been convicted of a crime, other than a minor traffic offense?   | _____ Yes | _____ No |
|    | Have you ever entered a plea of guilty or a plea of "no contest" for any other crime other than a minor traffic offense?   | _____ Yes | _____ No |
|    | Has a court ever deferred further proceeding 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 |

