

MESA VISTA CONSOLIDATED SCHOOL DISTRICT
P.O. BOX 309
OJO CALIENTE, NM 87549
(505) 583-2645

NON-LICENSED SUPPORT PERSONNEL APPLICATION FORM
(Food Services Personnel, Custodial/Maintenance Personnel, Mechanic,
Secretarial Personnel, Substitute Cooks, Substitute Custodians)

Name: _____ Date of Application: _____

Address: _____

Phone No. _____ Social Security No. _____ Date of Birth: _____

Position You Wish to Apply For: _____

What Other Position(s) Would You Consider? _____

Do you have any pre-existing disability/physical impairment? Yes [] No []
If yes, do you have a certificate/document from your physician releasing you to work? Yes [] No []

EDUCATIONAL BACKGROUND

High School Grade Completed? _____ Did you graduate? Yes [] No []
Graduating School? _____ G.E.D Certificate _____
College/University Attended _____ Year(s) attended? _____
Semester Hours Acquired? _____ Degree, if any? _____

Please have High School Diploma/GED Certificate and/or Official Transcripts sent to: Mesa Vista Consolidated School District, P.O. Box 309, Ojo Caliente, New Mexico 87549 – Attention: Superintendent

The Mesa Vista Consolidated School District has a Criminal Background Check policy. Please provide the school district with references.

REFERENCES

Include at least one business, one professional individual whom you have worked with. (Do not use relatives) Letters of recommendation will be accepted.

Name	Position/Business	Current Address	Telephone No.

I CERTIFY THAT THIS APPLICATION IS COMPLETE AND ACCURATE.

Signature of Applicant: _____ Date: _____

**INSERT TO EMPLOYMENT APPLICATION
CRIMINAL HISTORY AFFIDAVIT
Applicant / New Employee**

Dear Applicant:

Most positions with the Mesa Vista Consolidated School District involve contact with our student population. Please 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 Mesa Vista Consolidated School District #6, 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 Mesa Vista Consolidated School District 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 I (Check ONE of the following two statements)

I certify that I am not awaiting trial or, 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 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 (Refer to NOTE at bottom of SECTION II) I attached 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 were offered resignation to your previous employer? Yes No
2. Have you ever 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

29. Accepting earnings of a prostitute

30. D.U.I. / D. W. I.

I understand and agree that any offer of employment that I may receive, or have received, from the **MESA VISTA CONSOLIDATED 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 and agree 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 **MESA VISTA CONSOLIDATED SCHOOL DISTRICT** is inconsistent with any statement made by me on this affidavit.

I authorize the **MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6** 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 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 **MESA VISTA CONSOLIDATED 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 of all claims, and I expressly agree to the terms set forth herein.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ SOCIAL SECURITY #: _____
(Adm/Revised 4/21/16)

.....
NOTARY PUBLIC

State of _____)

County of _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC: _____

(SEAL)

CONVICTION REPORT

Because of the tremendous responsibility MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6 has to its school children and community, the following information is REQUIRED from all applicants and employees regarding "convictions". A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed, regardless of when the failure is discovered. Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Superintendent/Personnel Coordinator, if any. Please read carefully and answer every question.

Have you ever been convicted of the following:

- Felony? Yes [] No []
- Driving under the influence (DUI/DWI)? Yes [] No []
- Sex or Drug related offense? Yes [] No []
- Dangerous Crime against children? Yes [] No []
- Have you ever been convicted of a minor offense other than a traffic violation? Yes [] No []

If any of the lines above are marked "YES" you will be expected to provide a written or verbal explanation to include the following information: Conviction Charge, Date, Court, City and State where conviction took place, Amount of Fine and Length of Jail Time or Probation.

"CONVICTION means the final judgment on a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere, in any State or Federal Court, regardless of whether an appeal is pending or could be taken."

The applicant is to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

BACKGROUND CHECK – All employment with the MESA VISTA CONSOLIDATED SCHOOL DISTRICT NO. 6 is conditional until the Board of Education approves the budget for such employment and until all background checks have proved to be satisfactory. Upon conditional hire, all classified employees must certify, on a notarized form to be provided by the MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6 that they are not awaiting trial and have never been convicted of or admitted committing criminal offenses.

I understand and agree that if I am hired as a regular full-time or part-time employee, my employment will be for the first three years "AT WILL," that is there will be no specific duration to my employment, that I may resign at any time and that the MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6 may terminate my employment at any time, with or without cause and with or without advance notice. I also understand that no statement or document can alter the "AT WILL" nature of my employment.

I hereby certify that the information contained in this application is true, correct and complete to the best of my knowledge and belief. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application or termination of employment. Failure to provide all or part of the information requested may result in the refusal of the MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6 to further consider me for possible employment.

I understand 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 MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6, but pursuant to the Criminal Offender