



# **MOUNTAINAIR PUBLIC SCHOOLS**

**P.O. BOX 456, MOUNTAINAIR, N.M. 87036**

## **HIRING PROCEDURES OF MOUNTAINAIR PUBLIC SCHOOLS**

**ALL** applications that are received will be screened. Selected applicants will be contacted for personal interviews.

Applications are kept active by calendar year. Applicants wishing to update their applications from one year to the next may do so by sending a cover letter to that effect to the District Office.

Application packets and placement files should be sent to the following address:  
(Do NOT send them directly to the schools)

**Mountainair Public Schools P.O. Box 456, Mountainair, New Mexico 87036**

The selected candidate must supply teaching license and a complete transcript of credits in order to validate a contract within the district.

The Superintendent will assign the new teacher or staff member to a grade or specialization area. Such assignments are subject to change if the needs of the district change.

Mountainair Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, ancestry, or any other legally protected classification in compliance with federal and state laws.

## **EMPLOYMENT HISTORY AFFIDAVIT**

Most positions with the Mountainair Public Schools involve contact with our student population. You must provide the information below to help us evaluate your suitability to perform in this capacity. As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered. An affirmative answer provided by you on this is **NOT** an automatic bar to employment.

Mountainair Public Schools will consider the nature of any alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the alleged conduct underlying the affirmative response and the position for which you are applying. If the alleged conduct is directly related to the position for which you have applied, you may be required to provide additional information.

I, being an applicant for, or having been offered, a position with Mountainair Public Schools certify that this document is true, accurate, and a full disclosure of my professional background history.



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**EMPLOYMENT HISTORY AFFIDAVIT (CONTINUED)**

	YES	NO
Are you eligible to work in the United States?		
Are you currently delinquent in payment of court-ordered child support?		
Have you ever had a court-ordered screening for alcohol or drug dependence?		
Are you presently being investigated or under a procedure to consider your discharge for misconduct including child abuse or neglect, sexual misconduct, or any sexual offense by your present employer, or if you offered a resignation, your previous employer?		
Have you ever been under investigation for, or have been found to have violated, any state or federal statute relating to child abuse or neglect, sexual misconduct or any sexual offense, unless the allegations were false or unsubstantiated?		
Have you ever been reprimanded for misconduct?		
Have you ever been disciplined for misconduct?		
Have you ever been discharged for misconduct?		
Have you ever resigned, or been asked to resign, from a prior position for misconduct?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, unless the allegations were false or unsubstantiated?		
Have you ever been under investigation for, or found to have violated, any ethical rule or policy approved by a former employer, unless the allegations were false or unsubstantiated?		
Have you ever had a professional license or certificate denied, suspended, surrendered, or revoked due to a finding of child abuse or ethical misconduct or while allegations of child abuse or ethical misconduct were pending or under investigation?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation for sexual abuse of another person?		
Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of inappropriate sexual contact with another person?		



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## **EMPLOYMENT HISTORY AFFIDAVIT (CONTINUED)**

NOTE: If you have answered yes to any of the questions on the previous page, please explain in detail in the text box below. Be sure to include the date of the misconduct in question.

I certify that the facts and information in this application, and any attachments or supporting documents, are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how it is discovered.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**APPLICANT WAIVER**

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

**I understand that in order for my application to be considered, the following Affirmations must be initialed by me as the applicant.**

By my initials and signature below I, the applicant, certify that the information provided in or attached to this application is complete, accurate, true to the best of my knowledge, and current as of the date below. I certify that I have the legal right to accept employment in this state, and that I will produce, at or before the date of hire, proof of that right to accept employment.

\_\_\_\_\_ I hereby authorize the Mountainair Public Schools to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. Such background check(s) may include but not be limited to my criminal record, driving record, and employment history. I understand the Mountainair Public Schools may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of Mountainair Public School's choice.

\_\_\_\_\_ I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation, or public agency may have.

\_\_\_\_\_ I authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Mountainair Public Schools or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive any claim of confidentiality I might have with regard to such information.

\_\_\_\_\_ I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons or entities from any liability for any damage whatsoever for issuing this information.

\_\_\_\_\_ I understand that the use of illegal drugs is prohibited. In accordance with Mountainair Public School's policy, I am willing to submit to drug testing to detect the use of illegal drugs after any job offer has been made, and prior to starting employment.



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**APPLICANT WAIVER (CONTINUED)**

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

\_\_\_\_\_ I understand that an offer and acceptance of employment is not a contract for employment. No representative has authority to make any agreement contrary to the above except Superintendent of Mountainair Public Schools. Any employment agreements will only be valid and binding when the agreement is expressly set forth in a written document signed by an authorized representative of Mountainair Public Schools.

\_\_\_\_\_ 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, 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.

\_\_\_\_\_ 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.)

\_\_\_\_\_ I waive any right of action, cause of action, or other means of redress I may have against any person supplying employment-related information including but not limited to information concerning my background, work history, and disciplinary history to the school district.

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. By checking this box, you are certifying that you have read and agreed to all of the terms of the above statements.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## MOUNTAINAIR PUBLIC SCHOOLS HB-128 EMPLOYMENT INFORMATION

**Per NM HB 128, the legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of New Mexico's school children. The district will survey all former employers regarding any information related to acts of ethical misconduct that have been substantiated. It is your responsibility to list all former positions in which you had unsupervised contact with children:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of School District/Company: \_\_\_\_\_

Name of Person to Contact: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of School District/Company: \_\_\_\_\_

Name of Person to Contact: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Name of School District/Company: \_\_\_\_\_

Name of Person to Contact: \_\_\_\_\_ Role: \_\_\_\_\_

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Name of Person to Contact: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

***KEEP COPY & USE THIS INFORMATION TO COMPLETE VERIFICATION OF YEARS OF EXPERIENCE FORM IN EMPLOYEE PACKET***