

# Texico Municipal Schools

520 North Griffin P.O. Box 237 Texico, NM 88135  
(505) 482-3801 Fax (505) 482-3650

## APPLICATION FOR EMPLOYMENT

Date of Application	Position Applied for:
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### PERSONAL

Last Name	First Name	Middle
Address	City/State	Zip Code
Social Security Number	Home Phone Number	Business Phone Number
Have you ever been convicted of a felony? If yes, please explain		Yes <input type="checkbox"/> No <input type="checkbox"/>

### EDUCATION/TRAINING (Attach copy of GED/High School Diploma/Certificate/Transcripts)

High School/GED	Address	City/State	Diploma/GED Certificate Granted? Yes <input type="checkbox"/> No <input type="checkbox"/>
College or Trade School	Address	City/State	Degree or Certificate Granted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Degree/Certificate	Major	Minor	# of College Hours

### JOB EXPERIENCE/REFERENCES

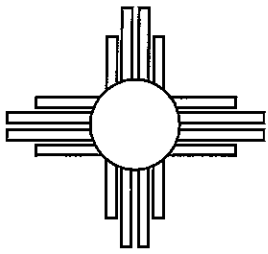
List your last three (3) EMPLOYERS beginning with your present/last employer

May we contact your present employer?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer	Dates Employed		Duties Performed
	From	To	
Company			
Supervisor			
Street	Phone No.		
City/State/Zip			
Reason for Leaving			
Company			
Supervisor			
Street	Phone No.		
City/State/Zip			
Reason for Leaving			
Company			
Supervisor			
Street	Phone No.		
City/State/Zip			
Reason for Leaving			

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be cause for rejection or dismissal after employment. I understand that upon employment I must submit to a fingerprint based background check at my own expense.

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

Texico Municipal School District is committed to providing Equal Employment Opportunity to all employees and applicants regardless of race, color, religion, ancestry, national origin, sex, age, and mental or physical handicap.



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### 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 Texico Schools (School District) to further consider me for possible employment.

#### B. Authorization

I hereby authorize the School District and its agent 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 who 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 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 the 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