

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: _____

MESA VISTA CONSOLIDATED 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. 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 the 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 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.

Signature of Applicant

Date

Printed Name of Applicant

MAIL COMPLETED APPLICATION TO:

**MESA VISTA CONSOLIDATED SCHOOL DISTRICT #6
ATTENTION: SUPERINTENDENT
P.O. BOX 309
OJO CALIENTE, NEW MEXICO 87549
TELEPHONE NO.: (505) 583-2645
FAX NO. (505) 583-2815**

The Mesa Vista Consolidated School District #6 is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, marital status or disability.