

RIO GALLINAS CHARTER SCHOOL

2730 Romero Street
LAS VEGAS, NEW MEXICO 87701-3426

Telephone: (505) 454-8687 • Fax: (505) 454-8688 • Web: www.riogallinasschool.org

Non-Certified Application Form

Personal Information

Last Name: _____ First Name: _____ MI: _____
Date: _____ Social Security No.: _____ Phone No.: () _____
Physical Address: _____
Mailing Address: _____
Position(s) Desired: _____

Education

High School: _____
Name Dates Attended Diploma/Degree
Business School/College: _____
Name Dates Attended Degree Major/Minor
(If applicable, please attach transcript of college work)

Clerical Skills - "For Administrative Position ONLY"

Typing Speed: _____ Shorthand Speed: _____ Word Processing Ability: _____
Other Skills, e.g., Computers, Technology _____

Work Experience

Please include any employment you have had. Arrange information beginning with your last job first. If you are presently employed, begin with your present job.

Work Place	Address (City, State, Zip)	Employment Dates	Type of Work

References

Present and past employers or supervisors are preferred.

Name	Address (City, State, Zip)	Position	Phone Number

1. Have you ever been arrested or convicted of a felony, misdemeanor or other offense? Yes No
If yes, please attach full details including dates, offenses, and current status of the charges.
2. Have you ever been placed on probation in connection with a felony, misdemeanor or other offense? Yes No
If yes, please attach full details, including dates, offenses, and your current status.
3. Are there any charges pending against you alleging commission of a felony, misdemeanor or other offense? Yes No
If yes, please attach full details, including dates, offenses, and the current status of the charges.
4. Are you willing to comply with federal and state requirements for district employees, including requirements relating to drug-free workplaces and criminal background checks? Yes No

Criminal Background Checks

All applicants recommended for employment with Rio Gallinas Charter School are subject to work and education history and reference investigations, including but not limited to substitutes and temporary employees. Each applicant is subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.

All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the district, but pursuant to the Criminal Offender Act, NMSA 1978 §§28-2-4 and 28-2-5, may be the basis for refusing employment.

Criminal background checks, as aforementioned, shall also be conducted upon each contractor or contractor's employee. The expense shall be borne by the contractor or contractor's employee, if the contractor or contractor's employee has unsupervised access to students. In such cases, contracts shall be subject to the satisfactory completion of background checks.

The school district administration may also conduct the referenced background investigations of any incumbent employee if it becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employee's background might disqualify him or her from continued employment with the district.

New Employee Agreement, Authorization, Waiver, and Release

- 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 Rio Gallinas Charter School to further consider me for possible employment.
- I hereby authorize Rio Gallinas Charter School and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that Rio Gallinas Charter School 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 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 under a guarantee of confidentiality.
- I understand and agree that if I am considered as a finalist for, or I 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 Rio Gallinas Charter School, 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 further understand that any employment offer is contingent upon the satisfactory completion of all background checks.*
- I understand that the information contained in this application and the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of Rio Gallinas Charter School and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature

Date