

# ULCE INDEPENDENT SCHOOLS

DISTRICT NO. 21  
Administrative Offices  
DULCE, NEW MEXICO 87528

Telephone (575) 759-3225  
Fax (575) 759-3533

Post Office Box 547  
113 Hawk Drive

**Dear Applicant:**

**A complete application packet consists of the following:**

- 1. Dulce Independent School Application (Enclosed)**
- 2. Resume**
- 3. Copies of all transcripts (Non-official transcripts will be accepted for application process. Official transcripts will be required upon employment offer)**
- 4. A copy of current Teaching Certificate**
- 5. Three current letters of reference.**

**This information should be addressed to:**

**Dr. Rose Rooth, Superintendent  
Dulce Independent Schools  
P.O. Box 547  
Dulce, New Mexico 87528  
(505) 759-3225 or 759-2904  
Fax: (505) 759-3533  
E-mail: [rrooth@dulceschools.com](mailto:rrooth@dulceschools.com)**

**EMPLOYMENT APPLICATION**  
**CERTIFIED POSITION**  
**DULCE INDEPENDENT SCHOOLS**  
Post Office Box 547  
Dulce, New Mexico 87528

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

**I. To the applicant: Please read the following and sign below.**

1. The Dulce Independent Schools (the District) is an equal opportunity employer, and does not discriminate on the basis of race, sex, color, national origin, religion, or disability.
2. Please let us know if you require an accommodation to allow you to complete the application form, or for any other aspect of the application process.
3. *You must complete this application in full and provide **all** information requested. If you do not have all the requested information with you, take the application with you, and return it completed at a later date. An incomplete application will not be considered.*
4. The provision of any false, incomplete, or misleading statements on this application, on any other documents submitted with it, or as part of any other phase of the employment process, will result in the applicant's disqualification or discharge, regardless of when the misrepresentation or omission is discovered..
5. Applicants, including those for substitute and temporary positions, are subject to work history and education history checks, and to reference investigations. Finalists will also be subject to a criminal background investigation, including mandatory fingerprinting, at the applicant's expense, as a condition of further consideration for employment.
6. 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 Employment Act, NMSA 1978 §§ 28-2-4 and 28-2-5, may be a basis for refusing employment.

**I have read and understood the foregoing:** \_\_\_\_\_

*Applicant's Signature*

**II. EDUCATION**

College or University	Years Attended	Major	Degree and year

*[Continue on separate sheet if necessary]*

**III. STUDENT TEACHING EXPERIENCE** *[must be completed if applicant has completed fewer than three full consecutive school years in education]*

School Name	Start-End Dates	Courses or Grades	Contact Name & Phone #

*[Continue on separate sheet if necessary]*

**IV. LANGUAGE SKILLS** *[other than English]*

Language	Speak (yes or no)	Read (yes or no)	Write (yes or no)

**V. CERTIFICATION**

State	Certificate No.	Endorsements

*[Continue on separate sheet if necessary]*

**VI. EMPLOYMENT HISTORY**

*Note to Applicant : Include all employer's since high school. Account for any gaps in employment history – e.g., if attending school, identify school and dates; if self-employed, give name and address of business and name and telephone number of business reference; if unemployed, give your address and telephone number during period of unemployment.*

Employer Name	Employer Address and Telephone Number	Dates of Employment	Position(s) Held	Immediate Supervisor	Reason(s) for Leaving (please be specific)

*[Continue on separate sheet if necessary]*

# CRIMINAL HISTORY AFFIDAVIT

## To the Applicant:

Most positions with the District involve contact with our student population. You must provide the information requested below to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico statutes, all applicants for employment are expected to provide us with this information. *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*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The 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.

The crimes referred to in this document include but are not limited to:

1. Abandonment or abuse of a child
2. Sexual abuse of a minor
3. Incest of a minor
4. Sexual assault of a minor
5. Sexual exploitation of a minor
6. Sexual exploitation of a minor by prostitution
7. Contributing to the delinquency of a minor
8. Enticement of a child
9. Trafficking controlled substances
10. Distributing controlled substances to a minor
11. Delivery to a minor of drug paraphernalia
12. A dangerous crime against a child or children
13. Criminal sexual contact of a minor
14. Molestation of a child
15. Criminal sexual penetration
16. Criminal sexual conduct
17. Indecent exposure
18. Aggravated indecent exposure
19. Aggravated assault on a minor
20. Murder
21. Voluntary manslaughter
22. Kidnaping
23. Arson
24. Burglary or Robbery
25. Sale, delivery, display of sexually oriented material to minors
26. Prostitution
27. Patronizing prostitutes
28. Promoting prostitution
29. Accepting earnings of a prostitute
30. D.U.I./D.W.I.

I, \_\_\_\_\_, being an applicant for, or having been offered, a position with the District, and ***being duly sworn according to law***, certify that this document is true, accurate, and full disclosure of my personal and professional background history.

**SECTION A** (Check ONE of the following statements)

I certify that I am not awaiting trial on, 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 of any other jurisdiction.

OR

I certify that the statements (see NOTE at bottom of Section B) I attach 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 B** (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 offered a resignation, your previous employer?	<input type="checkbox"/> yes	<input type="checkbox"/> no
2.	Have you every 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?	<input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no
3.	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? Or involving your employer’s investigation for sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no
4.	Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug-related offense?	<input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no
5.	Have you ever been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no
6.	Have you ever been charged with any crime involving sexual abuse of any person or any other crime? Have you ever pled guilty or “no contest” ( <i>nolo contendere</i> ) to any crime involving sexual abuse of any person or any other crime? Have you ever been convicted of any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no
7.	Have you ever been convicted of a crime, other than a minor traffic offense? Have you ever entered a plea of guilty or a plea of “no contest” for any crime other than a minor traffic offense? Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?	<input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no





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Post Office Box 547  
Dulce, New Mexico 87528  
(505) 759-3353

**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, regardless of when discovered. Failure to provide all or part of the information requested may result in the refusal of the Dulce Independent Schools (the District) to further consider my application.

I hereby authorize the District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the 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.

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 DISTRICT UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or if 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 the 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, that the District may provide me written notice of the withdrawal of its offer, and that I shall be entitled to no further process or procedure.**

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 the District 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 of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant