



# WEST LAS VEGAS SCHOOLS

179 BRIDGE STREET  
LAS VEGAS, NEW MEXICO 87701-3426

Telephone: (505) 426-2300 or 426-2317 • Fax: (505) 426-2318 or 426-2332 • Web: www.wlvs.k12.nm.us

## 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

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

An applicant who is offered contractual employment must agree to submit to a pre-employment physical examination. This application will be kept on file one (1) year from date of application. If applicant is not employed within one (1) year and still wishes to be considered, an updated application MUST be filled out.

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 the West Las Vegas School District 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 the West Las Vegas School District to further consider me for possible employment.
- I hereby authorize the West Las Vegas School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the West Las Vegas 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.
- 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 the West Las Vegas 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 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 the West Las Vegas School 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*

\_\_\_\_\_  
*Date*