



**PHYSICAL PLANT/CUSTODIAL  
CLASSIFIED APPLICATION**  
An Equal Employment Opportunity Employer

Return to:  
Lake Arthur Municipal  
Schools: Human Resources  
700 Broadway, P.O. Box 98  
Lake Arthur, NM 88253  
Phone: (575) 365-2000  
Fax: (575) 365-2002  
<http://www.la-panthers.org>

**PLEASE PRINT OR TYPE**

A Complete application must be submitted to be considered for employment.

**It is the applicant's responsibility to make sure your application is complete.**

The application **MUST** include the following:

- 1. Completed Application
- 2. Copy of High School Diploma, GED or proof of enrollment in GED program.
- 3. Three letters of recommendation written within the last 12 months. One must be from a current supervisor. If this is not possible, please contact the Human Resources Director before turning in your application.
- 4. Current Resume, if applying for a specific position.
- 5. Letter of Interest

▼NAME (LAST)	(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER

▼ADDRESS	CITY	STATE	ZIP	HOME NUMBER	WORK/CELL NUMBER

Name of person who is in permanent contact with you.

\_\_\_\_\_

▼ADDRESS	CITY	STATE	ZIP	HOME NUMBER	WORK/CELL NUMBER

Do you speak, read or write any language, other than English?       Yes       No

Other Languages Spoken \_\_\_\_\_  Read     Write  
 \_\_\_\_\_  Read     Write

Have you ever been convicted of a felony?       Yes       No

Special Skills, Interests and Hobbies:

\_\_\_\_\_  
 \_\_\_\_\_

**PLEASE CHECK POSITION EXPERIENCE BELOW**

<input type="checkbox"/> <b>PHYSICAL PLANT</b>			<input type="checkbox"/> <b>CUSTODIAL</b>
<input type="radio"/> Lead Carpenter <input type="radio"/> Carpenter <input type="radio"/> Apprentice Carpenter <input type="radio"/> Lead Electrician <input type="radio"/> Electrician <input type="radio"/> Apprentice Electrician <input type="radio"/> Lead Glazier/Soft Tile <input type="radio"/> Glazier/Soft Tile <input type="radio"/> Lead Grounds	<input type="radio"/> Senior Grounds <input type="radio"/> Grounds II <input type="radio"/> Apprentice Grounds <input type="radio"/> Lead HVAC <input type="radio"/> HVAC Technician <input type="radio"/> Energy Management System Technician <input type="radio"/> Evaporative Cooler Technician	<input type="radio"/> Mason <input type="radio"/> Lead Mechanic <input type="radio"/> Apprentice Mechanic <input type="radio"/> Lead Painter <input type="radio"/> Painter <input type="radio"/> Apprentice Painter <input type="radio"/> Lead Plumber <input type="radio"/> Plumber <input type="radio"/> Apprentice Plumber	<input type="radio"/> Lead Roofer <input type="radio"/> Roofer <input type="radio"/> Lead Welder <input type="radio"/> Apprentice Welder <input type="radio"/> Heavy Equipment Operator <input type="radio"/> Other _____
			<input type="radio"/> Day Custodian <input type="radio"/> Night Custodian <input type="radio"/> Other _____ <input type="radio"/> All Openings

**EDUCATION/TRAINING**

NAME OF SCHOOL	MAILING ADDRESS	DATES ATTENDED	DIPLOMA OR GED
High School:			HS Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
University/Vocational School:			Degree/Number of Hours
1.			
2.			

**WORK EXPERIENCE**

Beginning with the present, please account for all years following the completion of high school or grade last attended. Be sure to list any periods of unemployment and state the reason. If any years are unaccounted for, your application will not be considered. If necessary, please attach separate sheet.

DATES (month/year)	EMPLOYER/OTHER Name, Address, City, State, Zip	SUPERVISOR Name and Number	POSITION HELD	REASON FOR LEAVING
1. From: To:				
2. From: To:				
3. From: To:				
4. From: To:				
5. From: To:				

**REFERENCES**

NAME	ADDRESS (Street, City, State, & Zip Code)	PHONE NUMBER	YEARS KNOWN	RELATIONSHIP
1.				
2.				
3.				

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE SURE THAT THEIR APPLICATION IS COMPLETE BEFORE TURNING IN THE APPLICATION.**

**I understand that the Lake Arthur Municipal Schools will obtain an FBI fingerprint background history on all applicants for employment. I hereby authorize the release of information and further release from liability any and all parties who may supply personal information concerning my employment.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**APPLICANTS MUST RE-APPLY AFTER NINETY DAYS**

or call to request that the application remain on file for another ninety days.

**LAKE ARTHUR MUNICIPAL SCHOOLS  
700 BROADWAY, P.O. BOX 98  
LAS CRUCES, NEW MEXICO 88253  
PHONE: (575) 365-2000 / FAX: (575) 365-2002**

**AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE**

(To be completed by Applicant)

**A COPY OF THIS AGREEMENT, AUTHORIZATION, WAIVER AND RELEASE WILL BE SENT TO ALL REFERENCES REQUESTED.**

**APPLICANT PLEASE RETURN THIS FORM WITH YOUR APPLICATION AND REFERENCE CHECK FORMS**

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 Lake Arthur Municipal School District to further consider me for possible employment.

I hereby authorize the Lake Arthur Municipal School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Lake Arthur Municipal School District will send a copy 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 LAKE ARTHUR MUNICIPAL SCHOOLS 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 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 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 Lake Arthur Municipal 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.

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**SIGNATURE**

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**DATE**

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**PRINTED NAME**

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**SOCIAL SECURITY NUMBER**

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**LAMS USE ONLY**

Insert to Employment Application  
**CRIMINAL HISTORY AFFIDAVIT**  
 Applicant/New Employee/Volunteer

Dear Applicant: Most positions with the Lake Arthur Municipal Schools (LAMS) involve contact with our student population. We ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State Statutes, all applicants for employment are expected to provide us with this information. *This insert is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.*

I, \_\_\_\_\_, certify that this document is a true, accurate, and full disclosure of  
**PRINT FULL NAME**  
 my personal and professional background history.

**The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The LAMS will consider the nature of any conviction or alleged conduct underlying the affirmative response and the position for which you are applying.**

**SECTION I** (Check ONE of the following two statements)

\_\_\_\_\_ I certify that I am not currently being charged with, I am not currently indicted on, 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 or any other jurisdiction.

**OR**

\_\_\_\_\_ I certify that the statements I attach to this form (see NOTE at bottom of Section II) give a true, accurate, and full account of any offenses described in this document that I may have committed, been convicted of, been indicted for, or been charged with in this state or any other jurisdiction.

**SECTION II** (Please check yes or no 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 have you offered a resignation to your previous employer?	__yes __no
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position for misconduct?	__yes __no
3.	Have you been asked to resign from a prior position for other than performance reasons?	__yes __no
4.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, of sexual abuse of another person, of mishandling of funds, or of criminal conduct?	__yes __no
5.	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of misconduct?	__yes __no
6.	Have you ever been convicted of a sex offense as a juvenile or an adult?	__yes __no
7.	Have you ever been convicted of a drug-related offense as a juvenile or an adult?	__yes __no
8.	Have you ever been charged with, or investigated for sexual abuse of another person as a juvenile or as an adult?	__yes __no
9.	Have you ever been charged with, pled guilty or no contest ( <i>no lo contendere</i> ) to, or been convicted of any crime involving sexual abuse of any person or any other crime as a juvenile or as an adult?	__yes __no

Continue on next page

10.	Have you (a) ever been convicted of a crime, other than a minor traffic offense, or (b) ever entered a plea of guilty or a plea of no contest or has any court ever deferred further	__yes
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proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime than a minor traffic offense as a juvenile or as an adult?	___no
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**NOTE:** If you have answered yes to any of the previous ten, questions, please attach sheet(s) explaining in detail. Include the date of the charge, the court action, your attorney’s name, the offense in question, and the address of the court involved, and sign and date each sheet in the upper right corner.

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

- |  |   |
|--|---|
| 1. Sexual abuse of a minor                             | 15. Kidnapping                                    |
| 2. Incest  | 16. Arson   |
| 3. Sexual assault                                      | 17. Burglary or Robbery                           |
| 4. Sexual exploitation of a minor                      | 18. D.U.I./D.W.I.                                 |
| 5. Contributing to the delinquency of a minor          | 19. Criminal Sexual Penetration                   |
| 6. Distribution of marijuana, or controlled substances | 20. Enticement of a Child                         |
| 7. Commercial sexual exploitation of a minor           | 21. Child Pornography                             |
| 8. Dangerous crime against a child or children         | 22. Criminal Sexual Contact                       |
| 9. Child abuse   | 23. Criminal Sexual Contact with a Minor          |
| 10. Molestation of a child                             | 24. Indecent Exposure                             |
| 11. Sexual conduct with a minor                        | 25. Distribution controlled substances to a minor |
| 12. Aggravated assault of a minor                      | 26. Delivery to a minor of drug paraphernalia     |
| 13. First or second-degree murder                      | 27. Aggravated indecent exposure                  |
| 14. Involuntary/Voluntary manslaughter                 | 28. Aggravated assault on a minor                 |

**I understand and agree** that any offer of employment that I may receive, or have received, from the LAMS is conditioned by law upon the district’s receipt of information pursuant to a fingerprint-based check of my personal and professional history. I further understand and agree that I may be terminated by the district immediately if any information contained in this affidavit is inaccurate or if any information received by LAMS is inconsistent with any statement made by me on this affidavit.

I authorize the LAMS to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records for both juvenile and adult, reference checks, and release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against LAMS, its agents and officials or any provider of such information.

I understand that all terms of employment, offer of employment, or volunteer status are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

