



KHA'P'O COMMUNITY SCHOOL (KCS)

625 KEE STREET, ESPANOLA, NM 87532 OFFICE: (505) 753-4406 FAX: (505) 753-8866

Notice to Applicant: The Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Native American Preference. Applications submitted will be shredded 6 months after the application date, if not hired. Email resume, required documentation plus questions to: bmedina@khaeducation.org

1. POSITION APPLYING FOR:				Teacher License # (if Applicable)	
2. Last Name		First Name	Middle Name	Date of Birth:	
3. Other Names Used				4. Phone No. () ()	
5. Email Address:				Ethnicity:	
Are you a Veteran? Mark your answer: YES <input type="checkbox"/> NO <input type="checkbox"/>		Driver's License Number;	License State:	Driver's License issue / Expiration Date	
7. Residence – List where you have lived, beginning with the most recent and working back 5 years. All periods in the last 5 years must be accounted for in your list.					
Month/Year	Month/Year	Street Address & Mailing Address		City	State Zip code
1) To Present					
Month/Year	Month/Year	Street Address & Mailing Address		City	State Zip code
2) To					
Month/Year	Month/Year	Street Address & Mailing Address		City	State Zip code
3) To					
Month/Year	Month/Year	Street Address & Mailing Address		City	State Zip code
4) To					
8. Residence on an Indian Reservation – List any Indian Reservations in which you have lived or worked in the last 5 years.					
Month/Year	Month/Year	Street Address & Mailing Address		City	State Zip code
1) To Present					
Month/Year	Month/Year	Street Address		City	State Zip code
2) To					
Month/Year	Month/Year	Street Address		City	State Zip code
3) To					
Month/Year	Month/Year	Street Address		City	State Zip code
4) To					
9. Education – List the schools you have attended, beginning with the most recent and working back. Use item 20, if more space is needed.					
Name of School		Month/Year Month/Year From: To:		Degree/Diploma/Other	Month/Year Awarded
Street Address and City of School				State	Zip Code
Name of School		Month/Year Month/Year From: To:		Degree/Diploma/Other	Month/Year Awarded
Street Address and City of School				State	Zip Code
Name of School		Month/Year Month/Year From: To:		Degree/Diploma/Other	Month/Year Awarded
Street Address and City of School				State	Zip Code

Application continuation

10. Employment: All periods must be accounted for in employment. If you have gaps in employment indicate reason.

1) Employer Name		Month/Year From:	Month/Year To: Present	Position Title	
Employer Street Address			City	State	Zip Code
Supervisor's Name	Telephone number ()	Other Employer Reference		Telephone Number ()	
Reason you left					
2) Employer Name		Month/Year From:	Month/Year To:	Position Title	
Employer Street Address			City	State	Zip Code
Supervisor's Name	Telephone number ()	Other Employer Reference		Telephone Number ()	
Reason you left					
3) Employer Name		Month/Year From:	Month/Year To:	Position Title	
Employer Street Address			City	State	Zip Code
Supervisor's Name	Telephone number ()	Other Employer Reference		Telephone Number ()	
Reason you left					
4) Employer Name		Month/Year From:	Month/Year To:	Position Title	
Employer Street Address			City	State	Zip Code
Supervisor's Name	Telephone number ()	Other Employer Reference		Telephone Number ()	
Reason you left					
5) Employer Name		Month/Year From:	Month/Year To:	Position Title	
Employer Street Address			City	State	Zip Code
Supervisor's Name	Telephone number ()	Other Employer Reference		Telephone Number ()	
Reason you left					

Application continuation

11. Personal References – List 3 people who know you well. They should be good friends, peers, roommates, etc., and who have known you for at least the last 5 years. Try not to list relatives or anyone who is listed elsewhere else on this application.

1) Name Email address: _____	Dates Known Month/Year Month/Year To	Telephone Number <input type="checkbox"/> Day <input type="checkbox"/> Night ()
Home or Work Address	City	State Zip Code
2) Name Email address: _____	Dates Known Month/Year Month/Year To	Telephone Number <input type="checkbox"/> Day <input type="checkbox"/> Night ()
Home or Work Address	City	State Zip Code
3) Name Email address: _____	Dates Known Month/Year Month/Year To	Telephone Number <input type="checkbox"/> Day <input type="checkbox"/> Night ()
Home or Work Address	City	State Zip Code

12. Do you have relatives working for KCS? Yes No
 If you answered "yes", please list their names: _____

Background Information – For all questions, provide all additional required information in the space provided or on a separate sheet. Ensure full name is on any attachments to this application. **Please Read Carefully!**

13. In the last 5 years, have you been arrested, convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where you have been found guilty, pled guilty or nolo contendere (no contest). (Leave out traffic fines of less than \$150.00.)	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES", use item 20 to provide the date , explanation of violation, place of occurrence, and the name and address of the police department or court involved.		
14. Have you been convicted by a military court-martial in the past 5 years?	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES", use item 20 to provide the date , explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.		
15. Are you now under charges for any violation of law?	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES", use item 20 to provide the date , explanation of violation, place of occurrence, and the name and address of the police department or court involved.		
16. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems?	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES", use item 20 to provide the date , an explanation of the problem, reason for leaving, and the employer's name and address.		
17. Have you <u>ever</u> been convicted with a crime involving a child?	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES", use item 20 to provide the date , explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.		
18. Have you <u>ever</u> been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	
If "YES," use item 20 to provide the date , explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.		

Application Continuation		
<p>19. In the last 5 years have you illegally used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or illegally used prescription drugs?</p> <p>If "YES", use Item 20 below to provide the date(s) of use, identify the controlled substance(s) and/or prescription drugs used, and the number of times each was used. Include any treatment or counseling received.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>20. In the last 5 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for your own intended profit or that of another?</p> <p>If "YES", use Item 20 below to provide information relating to the type of substance(s), the nature of the activity, and any other details relating to your involvement with illegal drugs.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>21. Use this space to provide explanations to any questions on this application.</p>		

Certification that my Answers Are True	
<p>My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. _____ <div style="text-align: right; margin-right: 20px;">Applicant's initials Date</div> </p>	
<p>I certify that my responses to the above questions are made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Kha'p'o Community School and my rights to challenge the accuracy and completeness of any information contained in the report.</p>	
<p>_____ Applicant Signature</p>	<p>_____ Date</p>

Note: KCS does not recognize the use of **New Mexico Medical Marijuana Patient** cards by KCS employees. New Mexico medical marijuana laws do not apply on KCS campus. An employee found to be in possession of or under the influence of marijuana on campus shall be subject to discipline and prosecution even if he/she holds a valid Medical Marijuana card issued by New Mexico or another State government. **Applicant Initials:** _____

Authorization for Release of Information (Consent Form)

I authorize any investigator, or other duly accredited representative of the agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, motor vehicle records, and/or national criminal history records.

I further authorize any investigator, or other duly accredited representative of the **Kha'p'o Community School**, who is conducting my background investigation, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a position working with children. I understand that I may request a copy of such records as may be available to me under the law.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, or other duly accredited representative authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by **Kha'p'o Community School** only for the purposes of determining my suitability for employment with **Kha'p'o Community School**.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with **Kha'p'o Community School**, whichever is sooner.

Other Names Used			Social Security Number
Current Address	State	Zip Code	Contact Number ()

**Signature: _____ Date: _____

Print Name: _____

**** Electronic signature not accepted.**