

Alamogordo Public Schools



Volunteer Packet

*Human Resources Department
812-6062*

Mrs. Adrienne Salas, Superintendent

Mrs. Michelle Korbakes, Director of Human Resources

Volunteer Packet

*The willingness to provide volunteer services to the Alamogordo Public Schools is supported and appreciated by the School District. Parents and community members are encouraged to act as volunteers in assisting with the educational mission within the legal framework in which Alamogordo Public Schools operates. **The policy requires volunteers to complete a Volunteer Packet. Volunteer Packets are available at school sites, Human Resources Department, and/or online at aps4kids.org.***

The Volunteer Packet consists of the following:

- 1. Volunteer Information Sheet – Complete, date, and sign sheet.*
- 2. Policy Forms – Read and sign APS policies: Code of Conduct for All Personnel, Drug Free Workplace, Reporting Child Abuse/Child Protection, Tobacco Use on School Premises at Public Functions, and School Volunteers.*
- 3. Criminal History Affidavit – Complete and sign Criminal History Affidavit.*
- 4. State and Federal Background Checks are required for all “regular volunteers”.*

If you have questions or need additional information regarding the Volunteer Packet, please contact Sherry Rieger at 575-812-6062 or sherry.rieger@aps4kids.org or APS Human Resource Department 1211 Hawaii Avenue, Alamogordo, New Mexico 88310.

I have read the attached Alamogordo Public Schools Board of Education Policies, Code of Conduct for All Personnel, Drug Free Workplace, Reporting Child Abuse/Child Protection, Tobacco Use on School Premises at Public Functions, and School Volunteers.

I have been given the opportunity to discuss and ask questions and I fully understand that compliance with terms of the policies is mandatory.

Print Name

Signature

Date

Volunteer Information

Name:

(Last)

(First)

(Middle)

Address

(Street)

(City)

(State)

(Zip)

Telephone

(Home)

(Cell)

Social Security Number _____

Please select from the following school(s) and/or location(s) that you would like to volunteer:

- | | | |
|--|--|--|
| <input type="checkbox"/> Buena Vista | <input type="checkbox"/> Chaparral Middle School | <input type="checkbox"/> Learning Services Receptionist |
| <input type="checkbox"/> Heights | <input type="checkbox"/> Holloman Middle School | <input type="checkbox"/> Administrative Office(s) Receptionist |
| <input type="checkbox"/> High Rolls Mountain Park | <input type="checkbox"/> Mountain View Middle School | <input type="checkbox"/> Professional Learning Center |
| <input type="checkbox"/> Holloman Elementary | <input type="checkbox"/> Academy Del Sol High School | |
| <input type="checkbox"/> La Luz | <input type="checkbox"/> Alamogordo High School | |
| <input type="checkbox"/> North | | |
| <input type="checkbox"/> Oregon | | |
| <input type="checkbox"/> Sacramento | | |
| <input type="checkbox"/> Sierra | | |
| <input type="checkbox"/> Yucca | | |
| <input type="checkbox"/> I would like to volunteer on a "Regular Volunteer" basis. | | |
| <input type="checkbox"/> I plan to volunteer on a "Spontaneous Volunteer" basis. | | |

Are you enrolled in a University program that requires you to volunteer? If "yes" please indicate which program and/or course requires you to volunteer.

Yes No _____

BOARD POLICIES

G-0762 GREB-RC

STAFF CONDUCT

(Code of Conduct for All Personnel)

The Board of Education further recognizes the need to adopt local standards of ethical behavior and conduct for both certified and non-certified personnel. Therefore, the Board of Education adopts the following Code of Conduct for all employees establishing standards and expectations for employee behavior, which, if violated, may form a basis for discipline, up to and including termination or discharge.

This Code highlights employment responsibilities and sets forth concrete behaviors appropriate for all school personnel. We are committed to this Code and understand that it provides minimal standards of accepted conduct for employees of the District.

Pertaining to students, all school employees shall:

- A. refrain from disclosing confidential student records or information about a student or his/her personal and family life unless the release of information has been approved by the student's parent/legal guardian, or is allowed or required by law in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Individuals with Disabilities Education Act (IDEA), the Mental Health and Developmental Disabilities Code (NMSA 43-1-19), the Inspection of Public Records Act (NMSA 12-2-1A), the Public School Code (NMSA 22-1-9-8), and the Children's Code (NMSA 32A-2-32 & 32A-4-3);
- B. not discriminate against any student on the basis of race, color, national origin, ethnicity, sex, disability, religion, or serious medical condition, nor permit students within the employee's control, supervision or responsibility to do so;
- C. avoid using their position as a school employee to exploit a student or influence a student to engage in an illegal act, immoral act, or any other behavior that would subject a school employee or student to discipline for misconduct whether or not the student actually engages in the behavior;
- D. refrain from fraternizing with students outside the context of school or school-sponsored activities, and tutor students only in accordance with Board policies, if any, upon obtaining written permission from the student's parent/legal guardian, and at a place or time approved by the employee's supervisor and the student's parent/legal guardian;
- E. refrain from giving any gift to any student unless all similarly-situated students receive or are offered the same gift for the same reason;
- F. refrain from lending a student money except in instances of emergencies, or in which a student's safety or wellbeing may otherwise be threatened, or the student will otherwise be unable to participate in a school activity, and all such instances and the reason for the action shall be reported to the employee's supervisor as soon as practicable;

- G. avoid inappropriate contact with students---regardless of time or location---including, but not limited to:
1. all forms of sexual contact, and sexual or romantic relations;
 2. inappropriate physical contact, embracing, petting, hand-holding, or kissing;
 3. favoritism in regard to boys or girls;
 4. offering or giving a ride to a student unless absolutely necessary to the student's safety or wellbeing, and all such instances shall be reported to the employee's supervisor as soon as practicable;
- H. report any instances to the Superintendent in which the employee reasonably suspects that another employee has engaged in sexual or physical contact prohibited by this Code with a student, or that any other adult has engaged in sexual contact with a minor student;
- I. abide by the prohibitions of NMSA 30-9-10, which imposes felony sanctions for a school employee who has had sexual relations with a student under eighteen years of age;
- J. become familiar with and abide by Board policies related to inappropriate contact with students and sexual harassment of students by employees or by students, avoid sexual harassment of students, and not permit students within the control, supervision or responsibility of the employee to sexually harass any other student, such as by any verbal or physical conduct of a sexual nature with a student---including any sexual advances or requests for sexual favors, and use of any sexually oriented names or references—even when the employee believes the student is initiating or consents to such conduct, and avoidance of any possession, display, or distribution of sexually-oriented materials or information at school except any that are part of the curriculum;
- K. report to the administration any instance in which the employee reasonably suspects that a student has been subjected to sexual harassment at school, during school-sponsored activities, or during school transportation to or from such activities;
- L. avoid any unauthorized or inappropriate discipline of a student or corporal punishment in excess of, or contrary to, Board policy, and, in interactions with students:
- a. control anger, de-escalate conflicts and confrontations, avoid loss of temper, and refrain from any form of physical or verbal abuse of students, except reasonable physical intervention limited to restraint of students actively engaged in, or threatening, physical violence or harm toward himself, other staff members, or other students, and instances of such physical restraint shall be reported to the administration as soon as practicable;
 - b. refrain from using or tolerating on school premises, while at any school activity, and during school transportation to or from any school activity, the use of vulgar, profane, or personally offensive terms, names or nicknames, racial, ethnic, or sexual epithets, and racially, ethnically, or sexually insensitive terms, racial, ethnic, or sexual jokes or slurs, crude anatomical references, other offensive, profane or abusive verbal or non-verbal communications;
 - c. obtain written supervisory approval with regard to particular words, terms, or other communications the employee uses or proposes to use that are or may be otherwise prohibited by this Code;
 - d. avoid being provoked into a response barred by this policy, by student conduct or communications;

- M. avoid engaging in violent or threatening behavior toward students, regardless of provocation, except when required for the immediate defense from serious physical harm of the employee, another student, staff member, or authorized person on campus.

In general, all school employees shall:

- A. comply with all Board policies and administrative regulations regarding standards of employee behavior or conduct;
- B. disclose all material facts in all procedures for obtaining employment or licensure, and refrain from making false or misleading statements in connection therewith;
- C. avoid misrepresentation of his or her qualifications for employment or promotion;
- D. refrain from assisting persons in obtaining educational employment whom he or she knows to be unqualified with respect to their character, education, or employment history;
- E. refrain from making false or misleading statements concerning the qualifications of anyone seeking employment in the District;
- F. refrain from permitting or assisting unqualified or unauthorized persons to obtain employment with the School District;
- G. avoid disclosure of personal, medical, or other confidential information about other employees to anyone, unless disclosure is required or authorized by law;
- H. avoid making false and derogatory statements about other employees;
- I. refrain from accepting any gratuity, gift, meal, discount, entertainment, hospitality, loan, forbearance, favor, or other item, offered on the basis of the employee's employment with the District, and exceeding in fair market value one-hundred-dollars (\$100), excluding approved educational or employment-related awards, honoraria, plaques, trophies, and prizes;
- J. avoid conduct connected with the performance of official duties that is improper or illegal, or which creates the appearance of impropriety or illegality;
- K. become familiar with and abide by the Board's policies related to sexual harassment of employees, and avoid sexual harassment of any school employee, any school visitor, and anyone else whom he or she might encounter in the course of official duties, by any verbal or physical conduct of a sexual nature—including unwelcome sexual advances or requests for sexual favors, and the use of any sexually-oriented jokes, innuendos, names, or references—and avoidance of any possession, display, or distribution of sexually-oriented materials or information at school except any that is part of the curriculum;
- L. refrain from engaging in public displays of affection, even with consenting adults, while on school property, during school-sponsored activities, and during school transportation to and from such activities;

- M. use educational facilities and property only for purposes related to the legitimate school-related business for which they are intended, consistent with applicable policy, law and regulation, and avoid use of public school facilities or property to conduct personal business or personal affairs;
- N. avoid discrimination on the basis of race, color, national origin, ethnicity, sex, disability, religion, or serious medical condition against any school employee or any other person with whom he or she has any dealings or contact in the course of official duties;
- O. avoid all outside employment which conflicts with school employment duties, or which uses confidential or privileged information obtained from public school employment, or that impairs the employee's physical ability to perform school employment duties;
- P. refrain from changing or altering, and from encouraging or assisting anyone else to change or alter any record or document with the intent to conceal or confuse a fact in connection with:
 - 1. official school duties;
 - 2. another person's official school duties;
 - 3. any standardized or non-standardized testing;
 - 4. any school application or disclosure process;
 - 5. any submission to any state or federal regulatory authority.
- Q. avoid knowingly engaging in any conduct or making any statement that would:
 - 6. breach the security of any standardized or non-standardized test;
 - 7. omit all or part of the testing instructions of any standardized or non-standardized test;
 - 8. assist students in obtaining services or benefits to which they do not qualify or are not entitled;
- R. avoid engaging in violent, abusive, indecent, profane, boisterous, disruptive, unreasonably loud, or otherwise disorderly conduct such as would tend to disturb the peace or interfere with or obstruct the lawful mission, processes, procedures or functions of the schools or the District while on school property, while present at a school activity, and during school transportation to or from such activities;
- S. refrain from violent, threatening, or unprofessional conduct toward other employees, supervisors, parents, members of the school community, members of the general public, and others with whom the employee has contact in connection with his or her duties;
- T. avoid engaging in any behavior prohibited by the state's criminal code, and in conduct that may result in criminal penalties, civil fines, or similar sanctions;
- U. respond in a prompt, direct, and professional manner to lawful directives, instructions, and requests from supervisors or administrators. (Adopted 10/16/01)

DRUG-FREE SCHOOLS/CAMPUSES AND WORK PLACE

The purpose of this policy is to insure a drug-free environment for all employees, to establish a drug awareness program for all school district personnel, and to provide assurances to state and federal government agencies that the school district is complying with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and all regulations promulgated there-under.

- A. The Alamogordo Public School District prohibits the employees of the district from unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or controlled substances in the workplace. Violation of this prohibition may result in termination of employment with the district or other appropriate disciplinary action, including referral to law enforcement.
- B. "Controlled substance" shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or other controlled *substance*, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 USE 812 C) and as further defined by regulation 21 CFR 1300.11 through 1300.15.3. "Workplace" is defined as the site for the performance of work done in connection with employment, and shall include any place where work of the school district is performed, including a school building or other premises, any school owned vehicle or any other approved vehicle used to transport students to and from school or school activities, and off school property during any school sponsored or school approved activity, event or function where students are under the supervision of the school district.
- C. Any employee who is convicted of a violation of a criminal drug statute occurring in the workplace shall, within five (5) days of the date of such conviction, notify his immediate supervisor in writing of such conviction. The school district, upon receiving such written notice, shall take one of the following actions within thirty (30) days:
 - 1. impose appropriate personnel action against the employee up to and including termination of employment; or
 - 2. require the employee to participate satisfactorily in a drug abuse assistance, counseling or rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency. Payment for treatment is the sole responsibility of the employee.
- D. Employees who have drug or alcohol abuse problems are encouraged to voluntarily seek assistance.
- E. A drug awareness program shall be established within the school district to inform all employees about:
 - 1. the dangers of drug abuse in the workplace;
 - 2. the school district's policy of maintaining a drug-free workplace;
 - 3. any available drug counseling, rehabilitation, and assistance program;
 - 4. the penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
- F. Each employee of the school district shall be given a copy of this policy at the time of initial employment and shall be notified that compliance with the terms of this policy is mandatory.
- G. The school district shall make a good faith effort to maintain a drug-free workplace through implementation of this policy.

REPORTING CHILD ABUSE/CHILD PROTECTION

According to the New Mexico Children's Code, NMSA 32A-4-3, 1978 Comp., it is the obligation of any Alamogordo Public Schools staff member to report suspected cases of child abuse or neglect immediately to:

- A. a local law enforcement agency having jurisdiction; or
- B. the Child Prevention Division of the Children, Youth and Families Department.

This reporting process does not require that suspected cases must first be reported to the administrative authority of the School unit or department. Administrators do not have the authority to screen the reporting process; however, the staff members should notify the administrator that a report has been made.

Any school employee who has the duty to report child abuse shall permit a member of a law enforcement agency or an employee of the Child Prevention Division of the Children, Youth and Families Department to interview the child with respect to a report without the permission of his parent, guardian, or custodian. Any person permitting an interview is presumed to be acting in good faith and shall be immune from liability, civil or criminal, unless the person acted in bad faith or with malicious purpose.

Any questions of staff by parents, guardians, or custodians shall be referred to the administrator.

Any person failing, neglecting or refusing to report is guilty of a misdemeanor. (New Mexico Children's Code, NMSA 32A-4-3, 1978 Comp.)

TOBACCO USE BY STAFF MEMBERS

The possession or use of tobacco products is prohibited in the following locations:

- School Grounds.
- School Buildings.
- School parking lots.
- School playing fields.
- School buses or other district vehicles.
- Off-campus school sponsored events.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with New Mexico Revised Statute.

SCHOOL VOLUNTEERS

Definitions

"*Regular volunteers*" means those persons, including relatives of students, who commit to serve on a regular basis at a school district, charter school or other educational entity without compensation.

"*Spontaneous volunteer*" means those persons who agree to fill an urgent, temporary need for a school district, charter school or other educational entity without compensation and who are not pre-registered as a regular volunteer.

General Provisions

The Human Resources Department will provide all regular volunteers with a job description, outlining specific duties, time commitment and qualifications for acceptance as a regular volunteer.

Regular volunteers shall receive appropriate training, supervision and evaluation. Each School Principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school. Each School Principal or designee shall be responsible for adopting procedures and assigning School District personnel for training, supervising and evaluating the volunteers to perform the specific duties associated with their assignments. All training, supervision and evaluation procedures shall be subject to the approval of the Superintendent.

The School District personnel administering regular volunteer programs shall provide a safe place to work and clear project organization or direction, establish and inform regular volunteers of emergency procedures, ensure that regular volunteers understand that their activities create participating member's liability, and that ethical standards apply to them as well as to regular school employees. Participating member personnel shall inform each regular volunteer in writing of the reserved right to remove unsatisfactory regular volunteers and of the established procedures for doing so.

Volunteer Requirements

All individuals requesting to volunteer in the School District for more than forty (40) hours during the school year are required to apply with the Human Resources Department.

The Human Resources Department will interview all prospective regular volunteers.

A background check will be conducted on all regular volunteers, including but not limited to any history of drug abuse or drug dealing, domestic violence, DUI offenses and sex crimes. No volunteer application will be approved until a background check indicates the applicant will not compromise the safety of students or the School District.

The background check fees will be paid by the volunteer or by the requesting school, at the requesting school's discretion. After the initial criminal background check, volunteers must report any subsequent criminal convictions to the School Principal.

Under no circumstances shall a Volunteer be considered an employee or independent contractor of the School District.

All regular volunteers shall be instructed and shall acknowledge that failure to obey the code of ethics and standards of professional conduct as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC concerning the obligations of school personnel is grounds for removal.

SCHOOL VOLUNTEERS

Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following volunteer pledge:

- (1) it is my duty to deal justly and considerately with each student, school employee or other volunteer;
- (2) it is my duty to share the responsibility for improving educational opportunities for all;
- (3) it is my duty to stimulate students to think and learn, but at the same time protect them from harm;
- (4) it is my duty to respect the confidentiality of student records and information about students, their personal or family life;
- (5) it is my duty not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;
- (6) it is my duty to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
- (7) it is my duty to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- (8) it is my duty to avoid lending money to students;
- (9) it is my duty to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
- (10) it is my duty to avoid giving a ride to a student;
- (11) it is my duty not to engage in sexual harassment of students, other volunteers or school employees;
- (12) it is my duty not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;
- (13) it is my duty not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;

- (14) it is my duty to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;
- (15) it is my duty to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;
- (16) it is my duty to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;
- (17) it is my duty to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;
- (18) it is my duty to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;
- (19) it is my duty to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;
- (20) it is my duty not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and
- (21) it is my duty to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

Spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the School District.

Regular volunteers must sign and submit an agreement in which the volunteer acknowledges and agrees that the following obligations or restrictions will apply to volunteers as a result of the School District's acceptance of the volunteer's offer to provide volunteer services to the School District:

- Volunteer will comply with all policies and procedures of the School District, including, but not limited to, policies requiring an individual to undergo criminal background checks, maintain the confidentiality of student records as required by state and federal law (specifically, the Family Education Rights and Privacy Act (FERPA)), computer use, Drug Free Work Place Act and sexual harassment.
- Volunteer is not an employee or independent contractor of the School District and shall not accrue any rights to compensation, leave or other benefits of employment, including, but not limited to workers' compensation insurance.
- Volunteer agrees he or she will provide services subject to the direction and supervision of School District employees
- I agree to follow the policies of my assigned school (i.e. signing-in procedures where requested, local school behavior codes, etc.).
- Volunteer agrees that the School Principal (or designee) may at any time, in his or her sole discretion, discontinue the volunteer's services to the School District and remove the volunteer.

An employee of the School District may serve as a volunteer only if:

- The individual chooses to volunteer solely at his/her option for civic, charitable or humanitarian reasons;
- The individual receives no compensation or is paid only expenses or a nominal fee to perform the services for which the individual volunteered; and
- Such services are not the same type of services which the individual is employed to perform in the School District.

The School District may reimburse volunteers for mileage, subject to the New Mexico Mileage and Per Diem Act, NMAC 2.42.4, and may be paid for a nominal amount for other charges and expenses associated with the volunteer's services and approved by the School District.

Supervision of volunteers, both regular and spontaneous, in the schools shall be the responsibility of the School Principal or delegated staff members. Volunteers should not have unsupervised access to a student or students. School personnel shall instruct all volunteers that volunteers are allowed to work with an individual student only in an open area such as a hallway or media center, or in an area where they are observed by other adults. At no time should a volunteer be left alone and unobserved with an individual student in a private or secluded area such as an office or classroom. All volunteers must be in the constant presence of school personnel.

If a special situation arises which will cause a regular volunteer to be unsupervised, the regular volunteer having unsupervised access to a student or students and not in the constant presence of school personnel will be required to obtain an FBI criminal background check (cost \$44 paid by the volunteer or the requesting school, at the requesting school's discretion). Volunteers will not be allowed to have unsupervised access to a student or students until the results of the criminal background check are received by the Human Resources Department. Spontaneous volunteers shall be supervised by an employee or regular volunteer of the School District at all times.

Under no circumstances shall any volunteer be permitted to administer or enforce discipline upon students enrolled in the School District.

Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the School District, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.

No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measure of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the School District. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the School Principal. Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the student enrolled in the School District.

The School District reserves the right to remove any volunteer without disciplinary procedures. Because an unsatisfactory volunteer is an unfair burden upon fellow volunteers and School District employees, those who fail to meet the requirements of the job description or who violate applicable rules, regulations, statutes, ordinances or School District policies are subject to removal. Removal, whenever possible, will take place after consultation among the School Principal, the Human Resources Department and the volunteer, although such consultation is not a matter of right and removal may be made without such consultation.

Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.

Volunteers are considered at-will employees and may be dismissed with or without cause at the discretion of the district by the administrator who assigns the volunteer to duties in the building or department or by the Superintendent.



OFFICE OF HUMAN RESOURCES

Dr. Craig Newman, Director
1211 Hawaii Avenue
Alamogordo, NM 88310

Office: (575) 812-6063

Fax: (575) 812-6069

New Mexico Applicant Processing Service Overview

Registration

All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration.

All Other Applicants (Not Department of Health)

- The facility/agency or applicant must register with 3M Cogent at www.cogentid.com. Choose New Mexico and then click *Register Online for a Background Check*.
- When asked to choose an ORI, choose Alamogordo Public Schools
- After registration is complete, the applicant will receive a **Registration ID Number**.
- While online registration (www.cogentid.com) is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).

Fingerprinting

- Fingerprint sites are listed at www.cogentid.com > New Mexico > Fingerprint Location Map.

Print Plus

901 Texas Ave.

Alamogordo, NM 88310

(575) 434-1994

- **Appointments are not required.**
- Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours.
- Bring your **Registration ID** and a valid **photo ID**.
- If you are paying by money order, bring a money order made out to 3M Cogent.
- The background check processing fee is \$44.00

Results

- Background check results will be sent directly to your employer.
- 3M Cogent does not have access to background check results, or make employment determinations.
- Please check with your employer regarding your background check results

CRIMINAL HISTORY AFFIDAVIT

This Affidavit must be signed before a Notary Public.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY: *Most positions with the Alamogordo Public School District 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. 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. You MUST disclose this information even if you have been told differently by a lawyer, judge, law enforcement official, or other third party. All questions must be answered. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or any court, will be considered falsification of your application and may result in your not being hired or in termination of your employment with the Alamogordo Public Schools. THIS AFFIDAVIT MUST BE SIGNED BEFORE A NOTARY PUBLIC.*

I, (print name) _____, being an applicant for a position with the Alamogordo Public School District, and being duly sworn according to law, certify that this document is a true, accurate, and full disclosure of my personal and professional background history.

The conviction of a crime or any affirmative answer provided by you on this affidavit 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.

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

- I certify that I am not awaiting trial on, 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 on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

- I certify that the statements (see NOTE at bottom of Section II) I attached 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 II (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 any previous employers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Have you ever been reprimanded for misconduct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been disciplined for misconduct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been discharged for misconduct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been asked to resign from a prior position for misconduct? | <input type="checkbox"/> Yes | <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 sexual contact with another person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Or involving your employer's investigation of criminal conduct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Have you ever been convicted of a sex-related offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been convicted of a drug-related offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Have ever been charged with sexual abuse of another person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been investigated for sexual abuse of another person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | Have you ever been charged with any crime involving sexual abuse of any person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever pled guilty or "no contest" (nolo contendere) to any crime involving sexual abuse of any person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been convicted of any crime involving sexual abuse of any person? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | Have you ever been convicted of a crime, other than a minor traffic offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever entered a plea of guilty or a plea of "no contest" for any crime other than a minor traffic offense? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Has any court ever deferred further proceedings without entering a finding of guilty and placed you in a public service program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. | Have you ever been charged with any crime not listed on this affidavit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Have you ever been convicted of any crime not listed on this affidavit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Alamogordo Public Schools

Human Resources Department
P.O. Box 650, Alamogordo, NM 88311-0650
Phone (505) 439-3270 / Fax (505) 437-5945 / www.aps4kids.org

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE (To be completed by applicant)

A copy of this Agreement, Authorization, Waiver, and Release may be sent to all references listed in this application.

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 Alamogordo Public School District to further consider me for employment.

I hereby authorize the Alamogordo Public School District and its agents to investigate my work history and education history and to conduct personal inquiries. I understand that the Alamogordo Public 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 of 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 Alamogordo Public School District under a guarantee of confidentiality.

I understand and agree that if I am considered as a finalist for, or 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. I understand that 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 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 Alamogordo Public School District and its agents for employment decisions, and will not be transferred to any other entity without my written authorization unless it is required to be disclosed pursuant to either New Mexico or federal law.

Signature of Applicant

Date

Printed Name of Applicant

Social Security Number