

PROFESSIONAL EXPERIENCE (In reverse chronology):

College/University	Major	Degree & Year

CERTIFICATION/LICENSURE (Please indicate the state certificates you currently hold):

Field	State

REFERENCES (Please list the names of five (5) individuals for references. We may wish to contact these individuals by telephone at a later date, with your permission):

Name	Position	Address	Telephone

**High Plains REC #3
101 North 2nd Street Raton, New Mexico 87740
(575) 445-7090 FAX (575) 445-7663**

CRIMINAL HISTORY AFFIDAVIT

Dear Applicant:

Most positions with the HPREC involve contact with our regional 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, _____, being an applicant for, or having been offered, a position with the HPREC, and being duly sworn according to law, certify that this document is 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 insert is NOT an automatic bar to employment. The HPREC 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, I have never been convicted or, 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 (see NOTE at bottom of Section II) 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 II

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? Yes No
2. Have you ever been reprimanded for misconduct? Yes No
Have you ever been disciplined for misconduct? Yes No
Have you ever been discharged for misconduct? Yes No
Have you ever been asked to resign from a prior position for misconduct? Yes No
3. Have you ever resigned from a prior position without being asked, but under circumstances involving sexual contact with another person? Yes No
4. Have you ever been convicted of a sex-related offense? Yes No
Have you ever been convicted of a drug-related offense? Yes No
5. Have you ever been charged with sexual abuse of another person? Yes No
Have you ever been investigated for sexual abuse of another person? Yes No
6. Have you ever been charged with any crime involving sexual abuse of any person or any other crime? Yes No
7. Have you ever been convicted of any crime involving sexual abuse of any person or any other crime? Yes No

8. Have you ever been convicted of a crime, other than a minor traffic offense? Yes No
 Have you ever entered a plea of guilty or a plea of "no contest" for any crime other than a minor traffic offense?
 Yes No
9. 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?
 Yes No

NOTE: If you have answered "yes" to any of the questions above, please attach a sheet(s) explaining in detail. Include the date of the charge, the court action, 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: abandonment or abuse of a child, sexual abuse of a minor, incest of a minor, sexual assault of a minor, sexual exploitation of a minor, sexual exploitation of a minor by prostitution, contributing to the delinquency of a minor, enticement of a child, trafficking controlled substances, distributing controlled substances to a minor, delivery to a minor of drug paraphernalia, a dangerous crime against a child or children, criminal sexual penetration, criminal sexual contact, indecent exposure, aggravated indecent exposure, aggravated assault of a minor, murder, voluntary manslaughter, kidnapping, arson, burglary or robbery, sale, delivery display of sexually oriented material to minors, prostitution, patronizing prostitutes, promoting prostitution, accepting earnings of a prostitute, and/or DUI/DWI.

I understand and agree that any offer of employment that I may receive, or have received, from the HPREC is conditional by law upon the organization'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 HPREC immediately if any information contained in this affidavit is inaccurate or if any information received by the HPREC is inconsistent with any statement made by me on this affidavit.

I authorize the HPREC to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information possessed by any private or public employer or 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 HPREC, its agents and officials or any provider of such information. I understand that all terms of employment or offer of employment is 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.

Applicant Signature

Date

Print Name

State of _____

County of _____

Subscribed and sworn to before me this _day of _____, 200__.

My Commission Expires (seal)

Notary Public

The application process will be completed only when we have received all of the following documents:

- A detailed letter in which you clearly describe your qualifications and interest in the position;
- A current, detailed resume which includes a summary of achievements;
- This completed application form;
- A minimum of three (3) recent letters of recommendation either incorporated in your college/university credential file or sent directly to HPREC;
- A notarized Criminal History Affidavit Form;
- Official copies of transcripts from all colleges/universities you have attended; and
- Apply for New Mexico state license(s) and submit to HPREC as soon as possible. Note: HPREC cannot issue licenses and endorsements. You must contact the Public Education Department for license application. Visit:
<http://www.ped.state.nm.us/div/ais/lic/index.html>.

In addition, you will need to have a background check required by the State of New Mexico. The background check includes fingerprinting, which can be done at your local law enforcement agency.

Please send all materials to:

High Plains Regional Education Cooperative
101 North Second Street
Raton, New Mexico 87740

I hereby acknowledge and affirm that the information completed above is factual:

Date: _____

Signature