



ALBUQUERQUE PUBLIC SCHOOLS
Employee Processes

Dear Applicant:

Thank you for your interest in employment with the Albuquerque Public Schools Police Department. To ensure the timely processing of your application, please follow these instructions.

1. Complete the **entire** application. **DO NOT LEAVE ANY BLANK AREAS.**
2. Provide the names, complete addresses, including city, state, and zip code, and phone number for at least 3 references (page 4).
3. Please sign and date your application.
4. All applicants **must** attach a copy of their High School Diploma or GED.
5. Police Officer and Dispatch applicants **must** attach a copy of their certification.
6. Dispatch applicants **must** attach their original typing test from the New Mexico Department of Labor.

All of the above items must be completed and the necessary documents provided by you upon receipt of your application. If you have any questions, please call the Applicant Processing Unit at (505) 889-4818, 4819, or 4820.

Failure to comply with the listed requirements above will place your application in an incomplete status. Incomplete applications will not be considered, and will be discarded within 60 days of date of receipt, unless the required information is received in the Applicant Processing Unit.

Sincerely,

Patti Nabors, Manager
Employee Processes
Applicant Processing

FOR DISPATCH APPLICANTS ONLY

Dear Applicant:

Thank you for your interest in a dispatch position with the Albuquerque Public Schools Police Department.

In an effort to assist us in the processing of many qualified applicants, the New Mexico Department of Labor Employment Services has agreed to test applicants for clerical skills. Testing will consist of a five-minute keyboarding test.

If you wish to be considered for employment with the Albuquerque Public Schools Police Department, it will be necessary for you to call the New Mexico Department of Labor Services, at 841-9320, 24 hours in advance to schedule an appointment. The New Mexico Department of Labor Employment Services, 501 Mountain Rd. NE, is the only department that will be scheduling these tests. Please take this letter with you to the New Mexico Department of Labor Employment Services as authorization for them to administer the keyboarding test.

Upon satisfactory completion of testing, the New Mexico Department of Labor Employment Services will prepare an **original copy** of your keyboarding test results documenting your testing scores. Please attach the **original copy** to your application and take to Applicant Processing in the Human Resources Department, Albuquerque Public Schools, 6400 Uptown Blvd. Ste 120E with your completed application.

Again, thank you for your interest in employment with the Albuquerque Public Schools Police Department.

APPLICATION FOR APS POLICE DEPARTMENT



Albuquerque Public Schools
 Human Resources Department
 PO Box 25704
 Albuquerque, NM 87125
www.aps.edu

An Equal Opportunity Employer

Position applying for: **Campus Service Aide:** _____ **Dispatcher:** _____ **Police Officer:** _____

Date of application: _____

I. IDENTIFICATION					
LAST NAME		FIRST NAME		MIDDLE NAME	GENERATION
NICK NAMES/OTHER NAMES YOU HAVE GONE BY					
CURRENT ADDRESS (NUMBER AND STREET)			CITY	STATE	ZIP CODE
PHONE NUMBER (INCLUDE AREA CODE)		ALTERNATE PHONE NUMBER	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	SCARS, TATTOOS OR OTHER DISTINGUISHING MARKS	

II. BASIC REQUIREMENTS				YES	NO
1. Are you a New Mexico State certified: Dispatcher _____ Police Officer _____					
2. If so, fill in the following:		Date of Certification:	Certification #:	Agency:	
3. Are you a United States Citizen?					
4. Do you possess a high school diploma or General Equivalency Degree? (G.E.D.)?					
5. Are you at least 18 (<i>if applying for Dispatcher</i>) or 21 (<i>if applying for Police Officer/Campus Service Aide</i>)?					
6. (<i>Dispatch Applicants Only</i>) WPM _____					

III. EDUCATION AND TRAINING			
	HIGH SCHOOL/GED	COLLEGE / BUSINESS SCHOOL	VOCATIONAL SCHOOL
Name of School and Location			
Circle Highest Grade Completed	9 10 11 12	1 2 3 4	1 2 3 4
Date of Diploma or Degree			

Please attach any certificates relevant to the position in which you are applying for.

IV. EXPERIENCE AND EMPLOYMENT

1. Beginning with your most current employment, list all jobs (including part-time, temporary, and voluntary positions) you have held in the last ten (10) years. List any periods of unemployment in the spaces provided. If you are listing more than six (6) jobs, make copies of this page as needed.

DATES OF EMPLOYMENT			NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME
FROM		TO		
FULL-TIME	PART-TIME	VOLUNTEER	JOB TITLES, DUTIES	NAMES OF 2 CO-WORKERS
PHONE NUMBER (INCLUDE AREA CODE)				
REASON FOR LEAVING				

NOT EMPLOYED		EXPLAIN REASON FOR UNEMPLOYMENT HERE
FROM	TO	

DATES OF EMPLOYMENT			NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME
FROM		TO		
FULL-TIME	PART-TIME	VOLUNTEER	JOB TITLES, DUTIES	NAMES OF 2 CO-WORKERS
PHONE NUMBER (INCLUDE AREA CODE)				
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PHONE NUMBER (INCLUDE AREA CODE)				
REASON FOR LEAVING				

NOT EMPLOYED		EXPLAIN REASON FOR UNEMPLOYMENT HERE
FROM	TO	

	YES	NO
2. Have you ever been terminated from any job?		
If yes, explain:		
3. Would any problem result if your present employer was contacted during the course of the background investigation?		
4. Have you ever been fired or asked to resign from any place of employment? (This includes being given the choice of resigning or being fired.)		
If yes, explain:		

V. REFERENCES

List 3-5 individuals who are social acquaintances (i.e. – Persons whom you have seen frequently during the past year) and have knowledge of you and your qualifications. Exclude relatives and former employers.

NAME	ADDRESS (Include City, State, and Zip)	TELEPHONE NUMBER (Include Area Code)

VI. PHYSICAL CAPABILITIES

	YES	NO
1. Do you have or suffer from any physical or mental impediments that might prevent you from discharging the duties of a Campus Service Aide, Police Officer or Dispatcher?		
If yes, explain:		

VII. DRIVING HISTORY

	YES	NO
1. Do you possess a valid New Mexico driver's license?		
If no, explain:		
License #:	Expiration Date:	
2. Has your driver's license ever been suspended or revoked?		
If yes, explain		
3. Have you been involved as a driver in any traffic accidents during the past three years?		
If yes, explain:		
4. List any traffic violations you have received during the last three years:		
VIOLATIONS	DATES:	

VIII. RESIDENCE INFORMATION

1. List all places where you have resided during the last ten years below. (Start with most recent and work chronologically backwards from there):

ADDRESS OF RESIDENCE	CITY, STATE, and ZIP CODE	DATES		If rented, give name and address of landlord.
		FROM MO/YR	TO MO/YR	

IX. MILITARY

	YES	NO
1. Were you ever a member of any branch of the armed services?		
Date of Discharge: _____	Type of Discharge: _____	
2. If you were born after 1960, have you registered for selective services?		
Date signed up: _____	Where: _____	
Selective Service # _____		
3. Are you presently participating in any military reserve/National Guard program?		
If yes, list program and commanding officer: _____		
4. Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves?		
If yes, give details. Include branch of service, when, where, circumstances, and outcome: _____		

APS POLICE DEPARTMENT

CONFIDENTIAL INFORMATION AGREEMENT FORM

I, the undersigned, hereby certify that I understand and agree that a thorough investigation will be conducted of my background to determine my qualifications and ability to serve as an employee with the Albuquerque Public Schools Police Department

I further understand and agree that this information is confidential, and the Department cannot reveal or release anything to me that is discovered during the course of this investigation, or cannot reveal to me the reason for my disqualification for employment with this Department.

Furthermore, I hereby agree to indemnify and hold harmless the Board of Education and the Albuquerque Public Schools Police Department and any of its employees against liability, damage, and/or charge as a result of the findings of this investigation.

I voluntarily give the Albuquerque Public Schools Police Department the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I have read the above statement and fully understand and agree to its contents.

APPLICANT: _____
PRINT NAME (LAST, FIRST, MI) SIGNATURE

SSN: _____

DOB: _____

DATE: _____

PROFESSIONAL BACKGROUND INFORMATION APPLICANTS PLEASE READ CAREFULLY

You must disclose this information even if you have been told differently by a lawyer, judge, other third party, or law enforcement official. 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 not being hired for or termination of your employment with Albuquerque Public Schools.

If you answer "YES" to any of the items below, attach a detailed letter of explanation.*

- YES NO 1. Have you ever had adverse action taken against any certificate or license in New Mexico or any other state? (Adverse action includes: letter of warning, reprimand, suspension, revocation, voluntary surrender or cancellation.)
- YES NO 2. Have you ever had an application for a license, permit, credential, or other document authorizing school service or teaching denied or rejected for disciplinary reasons in New Mexico or any other state?
- YES NO 3. Have you ever been disciplined, reprimanded, suspended, or discharged, from any employment because of allegations of misconduct?
- YES NO 4. Have you ever resigned, entered into a settlement agreement, or otherwise left employment following an allegation of misconduct?
- YES NO 5. Is any action now pending against you for alleged misconduct, including application discrepancies, in any school district, court, or before any professional licensure agency?
- YES NO 6. Have you ever failed to fulfill the terms of a professional contract? (Resigning from employment, if proper notice was given, does not constitute failure to fulfill a contract.)
- YES NO 7. Do you currently have any outstanding misdemeanor or felony criminal charges, warrants of arrest, or conditions of probation pending against you in New Mexico or any other state?
- YES NO 8. Have you in the last five (5) years, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of nolo contendere/no contest, or received a deferred or suspended sentence for the commission of a **misdemeanor**? [Minor traffic citations should not be reported. Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.]
- YES NO 9. Have you in the last ten (10) years, as a juvenile or an adult, been placed on probation, been convicted of, pleaded guilty to, entered a plea of nolo contendere/no contest, or received a deferred or suspended sentence for the commission of a **felony**? [Driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.]
- YES NO 10. Have you ever, as a juvenile or an adult, had a criminal record sealed?
- YES NO 11. Have you ever, as a juvenile or an adult, had a criminal record expunged?
- YES NO 12. Have you ever, as a juvenile or an adult, been confirmed as a child abuser by any agency in New Mexico or any other state?
- YES NO 13. Are you currently delinquent in payment of court-ordered child support in New Mexico or any other state?

* Conviction of a crime does not necessarily preclude you from consideration for employment. The District will consider the nature, date, and relationship of the offense to the position for which you are applying.

OATH

I authorize Albuquerque Public Schools to make such investigations into my personal history and/or other related matters **as may be necessary in arriving at employment decision.**

I hereby release employers, schools or persons from liability in responding to inquiries in connection with my application. This information includes, but is not limited to, relevant data as to job performance, reasons for termination, convictions, information relating to arrests or convictions for criminal offenses, professional licensure, and review of any of these records.

I further authorize Albuquerque Public Schools to release to any potential employer any and all relevant information concerning my employment history.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. Furthermore, if offered employment, I agree to undergo a physical examination. I understand that I am required to abide by all policies and procedures of the Albuquerque Public Schools.

_____/_____
Signature of Applicant

Date