Volunteer Application Packet

To begin regularly volunteering or chaperoning in the Farmington Municipal School District you must complete the application and pass a background check.

This packet serves to authorize individuals to volunteer in the classroom regularly and/or to serve as a field trip chaperones.

*Volunteer is defined as a person that will regularly volunteer time in the classroom assisting with specific duties assigned by the teacher or administrator and can be left alone to supervise children. This does not include spontaneous volunteers.

*Spontaneous volunteers can be defined as persons providing assistance with book fairs, plays, science fairs, art shows, special events, etc. They must be supervised at all times and do not require a background check.

*Chaperone is defined as a person 21 years or older that will be in charge of supervising and ensuring the safety of a group of children and could be left alone to supervise.
Meeting one's child at the destination or walking with the class and participating with the group in a public place does not require a background check.

STEPS:

1. **Fill out all personal information**
2. **Have the school principal sign and date the application page.**
3. **Call 505-324-9840 ext 1521 to schedule an appointment for your application to be processed and electronic fingerprinting to be scheduled. During high volume times (August to October) please expect a 1 week wait for appointments. Please bring a state issued photo ID.**

The fingerprinting fee is $67, payable by credit/debit, no cash or checks please. Some schools are eligible for the fee to be covered by Title I. HR will determine eligibility for a waived fee at the time the packet is processed.

Background checks must be reviewed and approved before clearance is granted. ***Please allow 3-4 business days for this process.

Once your background check is cleared and you watch the required training video, HR will notify the school/location and you will be added to the district volunteer list.

You will not need to renew your background check unless there is a break in service of two years or more.

Questions?
Please contact Human Resources at 505-324-9840 ext 1521 Thank you!

ADMINISTRATIVE OFFICES
3401 E. 30th Street, Suite A
Farmington, NM 87402
fms.k12.nm.us
Office: (505) 324-9840
Fax: (844) 833-2819

Please check:

Classroom Volunteer ☐ Field Trip Chaperone ☐

School(s): _____

Student(s) Name: _____

Applicant Name: _____ DOB: _____

Current Mailing Address: _____ Soc. Security #: _____

City/State/Zip: _____ *SS# number needed for background check*

Contact Phone Number: _____

Personal Email Address: _____

By my signature below, I acknowledge that I have read and agree to abide by the **Code of Ethics and Conduct Policy** of Farmington Municipal Schools.

I agree to conduct myself in a professional manner under the guidance and direction of my supervising teacher/staff member.

I understand that I am to hold all information related to students, parents and staff as highly confidential. I will follow all policies and procedures set by the district in order to protect privacy.

I understand that to ensure the safety and security of students I must submit to and pass a comprehensive background check.

I understand that failure to comply with expectations and/or the Code of Conduct could result in my dismissal as Volunteer/Chaperone.

I understand I must complete the video training course: Setting the Standard: Putting an End to Sexual Abuse in NM Schools.

I understand that I have access to all Board of Education Policies on the district website.

I further agree that if there are any parts of policy that I do not understand, I will bring my questions to the attention of a district teacher/staff member.

Signature _____ **Date** _____

Principal's Signature _____ **Date** _____

HR Office Use:				
Background Check:	☐	Vector	☐	
VDB:	☐	IFAS:	☐	
Notification:	☐	ID Verification:	☐	
		PS	☐	

Updated
9/26/25

Farmington Municipal Schools

3401 E 30th ST Farmington, New Mexico 87402

Insert to Employment Application
CRIMINAL HISTORY AFFIDAVIT
Applicant/New Employee

Dear Applicant: Most positions with the FMSD 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, _____, being an applicant for, or having been offered, a position with the Farmington Municipal 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 insert is NOT an automatic bar to employment. The FMSD 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 of, and/or have never admitted committing, any of the offenses described in this document (listed on reverse) 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 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. (see NOTE at bottom of Section II)

SECTION II (Please check "yes" or "no" for the following questions		
1. Have you ever had adverse action taken against any professional license or certificate in New Mexico or any other state? Adverse action includes: Letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation	YES	NO
2. Have you ever had an application for license, permit, credential, or other document authorizing school service, or teaching denied or rejected for disciplinary reasons?	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 educator licensing agency?	YES	NO
6. Have you ever failed to fulfill the terms of a teaching, administrator, or employee contract? (Resigning from a position with proper notice does not constitute failure to fulfill contract.)	YES	NO
7. Do you currently have any outstanding criminal charges, warrants for arrest, or conditions of probation pending against you in New Mexico or in any other state?	YES	NO
8. Have you ever been FINGERPRINTED as the result of an arrest or detainment for any crime or violation of the law? This question is about fingerprinting only regardless of the disposition of the case. Fingerprinting records can go back to the age of 18.	YES	NO
9. Have you ever plead guilty to, or been convicted of, any crime or violation of the law? This includes entering a plea of nolo contendere or receiving a deferred or suspended sentence. (For the purposes of this application, minor traffic citations should not be reported. Convictions for driving while intoxicated or under the influence (DWI, DUI) of alcohol or drugs must be reported.)	YES	NO
10. Are you currently delinquent in payment of court-ordered child support?	YES	NO

NOTE: If you have answered yes to any of the previous 10 questions, please utilize the space on the reverse or, if necessary, attach 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:

1. Sexual abuse of a minor
2. Incest
3. Sexual assault
4. Sexual exploitation of a minor
10. Molestation of a child
11. Sexual conduct with a minor
12. Aggravated assault of a minor
13. First or second-degree murder

5. Contributing to the delinquency of a minor
6. Distribution of marijuana, or dangerous or narcotic drugs
7. Commercial sexual exploitation of a minor
8. A dangerous crime against a child or children
9. Child abuse
14. Voluntary manslaughter
15. Kidnapping
16. Arson
17. Burglary or Robbery
18. D.U.I./D.W.I.

I understand and agree that any offer of employment that I may receive, or have received, from the Farmington Municipal School District 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 the FMSD is inconsistent with any statement made by me on this affidavit.

I authorize the Farmington Municipal School district to check my personal and employment history, including without limitation, evaluations, criminal arrest and conviction records, reference checks, and release of investigatory information processed 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 the FMSD, its agents and officials or any provider of such information.

I understand that all terms of employment or offer of employment 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 _____

I-6600 IJOC
SCHOOL VOLUNTEERS

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence of a staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. They will also be required to complete and sign the HB128 form requesting permission to contact all previous entities that the volunteer had unsupervised contact with children. The volunteer may be required to pay the cost of obtaining criminal history records. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current District policy.

Volunteers are to be made aware of and comply with all District policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics.

Regular volunteers/chaperones must sign up with the District and are subject to a background check and completion of District training. A regular volunteer is any volunteer who routinely volunteers in the school or a program including but not limited to meeting the following criteria: has a specific job description, specific duties and time commitment, have direct supervision responsibilities of students. Spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised at all times by an employee or regular volunteer of the school district or charter school. Spontaneous volunteers are those volunteers who may occasionally volunteer in the school or off campus activities, and do not have direct unsupervised responsibilities of students.

This policy shall not apply to:

- adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program.

Adopted: date of manual adoption

LEGAL REF.: 22-10A-5 NMSA (1978)
6.50.18 NMAC

CROSS REF.: GBEB - Staff Conduct
GCF - Professional Staff Hiring
GDF - Support Staff Hiring
GCFC - Professional Staff Certification and Credentialing Requirements (fingerprinting requirements)
GDFA - Support Staff Qualifications and Requirements (fingerprinting requirements)