



NATIONAL DANCE INSTITUTE OF NEW MEXICO

TEACHING CHILDREN EXCELLENCE

CHAPERONE APPLICATION

Please read the following before completing the application

This application form is a necessary part of National Dance Institute of New Mexico's (NDI-NM) selection process. Please answer all questions and requests for information to the best of your knowledge and information and please type or print as neatly and clearly as possible.

A new application must be submitted each season at NDI-NM for consideration. Resumes or any extra information will not be accepted in lieu of applications, but may be attached for supplemental information. Incomplete applications will not be considered. The completed application must be submitted to NDI-NM, 1140 Alto Street, Santa Fe, New Mexico 87501, which is wheelchair accessible.

False, incomplete, inaccurate, or misleading information provided by an applicant is grounds for refusal to consider the request to chaperone and/or disqualification from the selection process with NDI-NM.

If you have questions or need assistance completing this application, contact Jamie Bair, HR Administrator at (505) 983-7646 X107.

The National Dance Institute of New Mexico is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

TITLE AND POSITION FOR WHICH YOU ARE APPLYING:

Title: BDTW Chaperone

Full Time

Part Time

Temporary

Where did you learn about this position? _____

Today's Date: _____

PERSONAL INFORMATION:

Name: _____
Street Address: _____ Phone: _____
City/State/Zip: _____ SSN: _____
Driver's License No. _____ State _____ Class _____ Expiration Date _____
Name of child attending BDTW: _____
Relationship to child: _____

Have you ever been convicted of or charged with a felony or misdemeanor: **c Yes c No**
If yes, for each conviction or charge, please provide the date, place, specific offense or charge, disposition, and fully explain the situation: _____

Have you chaperoned in the past for NDI-NM? **c Yes c No**

Are you available during the dates of the scheduled workshop? **c Yes c No**

May we contact your references? **c Yes c No**

If your name has changed, please list all names under which you have been known: _____

EMPLOYMENT REFERENCE: Please provide one current work and/or one personal reference:

Name: _____ Title: _____
Company: _____
Street Address: _____
City/State/Zip: _____ Phone: _____

PERSONAL REFERENCE:

Name: _____ Relationship: _____
Company: _____
Street Address: _____
Position: _____
City/State/Zip: _____ Phone: _____

CERTIFICATION, AUTHORIZATION, AND AGREEMENT

I CERTIFY that the above answers are true, correct, and complete to the best of my knowledge and information.

I AUTHORIZE NDI-NM to investigate and verify all information provided or requested in this application.

I UNDERSTAND that any misrepresentation, falsification, or omission of fact or information is sufficient grounds for NDI-NM to reject an application for chaperoning with BDTW or to withdraw an offer to chaperone.

I AGREE that NDI-NM is under no obligation to extend an offer to me and that NDI-NM will not be held liable in any respect if it does not select me for a chaperone or withdraws my request due to false, misleading or inaccurate information contained in this application.

I UNDERSTAND that this is an initial application and that additional information may be required of me by NDI-NM.

I UNDERSTAND that this Authorization, Certification and Agreement applies to any information I provide in connection with my application for BDTW Chaperone with NDI-NM, including information provided or not provided by me at a later time.

I ACKNOWLEDGE that I have read and agree to all of the above.

Signed: _____

Date: _____



Teaching Children Excellence

1140 Alto Street
Santa Fe, NM 87501
www.ndi-nm.org
info@ndi-nm.org

505.983.7646
fax 505.983.7666

NATIONAL DANCE INSTITUTE OF NEW MEXICO

AGREEMENT, AUTHORIZATION, WAIVER, AND RELEASE

I hereby authorize the National Dance Institute of New Mexico (“NDI-NM”) and its agents to investigate my work history and education history and to conduct personal inquiries as it relates to my application for BDTW Chaperone.

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 for 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 RELATED INFORMATION – INCLUDING BUT NOT LIMITED TO INFORMATION CONCERNING MY BACKGROUND, WORK HISTORY, AND DISCIPLINARY HISTORY – TO NDI-NM UNDER A GUARANTEE OF CONFIDENTIALITY.

I understand and agree that if I am considered as a finalist for, or if I am actually recommended to become a BDTW Chaperone, I will submit to a criminal background investigation, including mandatory fingerprinting, to determine my suitability for supervising children. 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 a position. I understand that any offer is contingent upon, **and expressly subject to**, the satisfactory completion of all background checks. **I further understand and agree that if the results of any such background check are not satisfactory in the sole discretion of NDI-NM, that NDI-NM may provide me written notice of the withdrawal of its offer, and that I shall be entitled to no further process or procedure.**

I understand that the information submitted by me or obtained pursuant to this agreement and authorization is confidential, for the exclusive use of NDI-NM and its agents for selection decisions, and will not be transferred to any other entity without my written authorization unless required to be disclosed upon request by either New Mexico or federal law.

Signature of Applicant

Date

Printed Name of Applicant