**APPLICATION FOR EMPLOYMENT**

**CREC: An equally opportunity employer**

# It is our policy to comply with all applicable state and federal laws prohibiting discrimination in based on race, age, color, sex. Religion, national origin, or other protected classifications

# GENERAL INFORMATION

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| --- | --- | --- | --- |
| **Name (Last)**      | **(First)**      | **(Middle Initial)**   | **Home Telephone**(   )     -      |
| Address (Mailing Address)      | **(City)**      | (State)   | (Zip)      | **Other Telephone**(   )     -      |
| **E-Mail Address**      | **Are you legally entitled to work in the U.S.?** [ ]  Yes [ ]  No |

# POSITION

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| **Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?** [ ]  Yes [ ]  No |
| **Can you perform these essential functions with or without reasonable accommodation?**  [ ]  Yes [ ]  No |
| **Have you previously worked for the state of New Mexico?** [ ]  Yes [ ]  No | **Are you over 18 years old?** [ ]  Yes [ ]  No |
| **Are there any hours, or days you cannot or will not work on?**        | **Date Available to Start work:**       |
| **Driver’s license Information:** State**:**      License Number:      **Vehicle Information:** Make:       Model:      Year:       State:       License Number:     **Vehicle Insurance Information :** Company:       Policy number:       **Are you willing to use your vehicle in performance of your job?** [ ]  Yes [ ]  No | **Will Accept:**[ ]  Full-Time[ ]  Temporary [ ]  Part-Time |
| **Are you willing to work over time if required?**  [ ]  Yes [ ]  No |
| **Have you been convicted of a felony** [ ]  Yes [ ]  No (Convictions will not necessarily disqualify an applicant for employment.) If yes, describe conditions:       |

# EDUCATION AND TRAINING

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| **High School Graduate Or General Education (GED) Test Passed**? [ ]  Yes [ ]  No**If no, list the highest grade completed**    |
| **College, Business School (Most recent first)** |
| **Education** | **Name and Location of School** | **Year Graduated** | **Major or Subject** | **Diploma/Degree**  |
| **High School** |       |       |       |       |
| **College/University**  |       |       |       |       |
| **College/University**  |       |       |       |       |
| **Other Training/ Education**  |       |       |       |       |
| **STATE** | **TYPE** | **LICENSE NUMBER** | **ISSUED BY** | **DESCRIPTION** | **EXPIRATION DATE** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| Languages Read, Written or Spoken Fluently Other Than English      | **Have you ever had a license revoked or suspended?** [ ]  Yes [ ]  No |
| **SPECIAL SKILLS** **(List all pertinent skills or skills)**      |

**WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)**

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| **Employer**        | **Telephone Number** (   )     -      | **From (Month/Year)**      |
| **Address**       |
| **Job Title**        | **To (Month/Year)**      |
| **Specific Duties (Maximum 1000 characters)**      |
| **Hours Per Week**      |
|
| **Last Salary**      |
|
| **Supervisor**      |
|
| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**        | **Telephone Number** (   )     -      | **From (Month/Year)**      |
| **Address**       |
| **Job Title**        | **Number Employees Supervised**       | **To (Month/Year)**      |
| **Specific Duties (Maximum 1000 characters)**      |
| **Hours Per Week**      |
|
| **Last Salary**      |
|
| **Supervisor**      |
|
| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**        | **Telephone Number** (   )     -      | **From (Month/Year)**      |
| **Address**       |
| **Job Title**        | **Number Employees Supervised**       | **To (Month/Year)**      |
| **Specific Duties (Maximum 1000 characters)**      |
| **Hours Per Week**      |
|
| **Last Salary**      |
|
| **Supervisor**      |
|
| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |
| **Employer**        | **Telephone Number** (   )     -      | **From (Month/Year)**      |
| **Address**       |
| **Job Title**        | **Number Employees Supervised**       | **To (Month/Year)**      |
| **Specific Duties (Maximum 1000 characters)**      |
| **Hours Per Week**      |
|
| **Last Salary**      |
|
| **Supervisor**      |
|
| **Reason For Leaving**       | **May We Contact This Employer?**  [ ]  Yes [ ]  No |

**I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application, to verify education and experience.**

### Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer’s Comments:

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