**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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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

|  |  |  |
| --- | --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  | |  | |  | |  | | |  |
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| 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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