APPLICATION FOR EMPLOYMENT

City of Lordsburg

409 W. Wabash Street Lordsburg, New Mexico 88045 (575) 542-3421

We consider applicants for all positions without regard to race, color, creed, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(PLEASE PRINT)

Position applied for		Date		
How did you learn about us?		{ } Employme { } Walk-in		
 Last name	First name		 Middle initi	al
Address				
Street	City		State	Zip code
Telephone # ()		Social Securit	ty #	
If you are under 18 years of a required proof of your eligibil				 o Birth Certificate Social Security Driver's License
Have you ever filed an applica		{ } Yes { } N If yes, when		
Have you ever been employed with us before?			{ } Yes { }	lo n?
Are you currently employed?			{	
May we contact your present employer?			{ } Yes { } No	

Are you prevented from lawfully becoming employed in this { } Yes (} No County because of Visa or immigration status?

On what date would you be available to work?_____ Are you available to work { } Full time { } Part-time { } Temporary Are you currently on "lay-off" status and subject to recall? { } Yes { } No Can you travel if a job requires it? { } Yes { } No Have you been convicted of a felony with the last 7 years? { } Yes { } No {Conviction will not necessarily disgualify applicant from employment} If yes, please explain: Indicate any foreign languages you can speak, read and/or write: FLUENT GOOD FAIR Speak _____ Read _____ Write_____ Describe any job related training received in the United States Military: Describe any specialized training, skills and extra-curricular activities:

List professional, trade, business or civic activities and offices held:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

State any additional information you feel may be helpful to us in considering your application:

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? { } Yes { } No

A description of the activities involved in such a job or occupation may be obtained at the main office 409 W. Wabash Street, Lordsburg, New Mexico 88045.

EDUCATION

	Name/Address of school	Course of Study	Yrs. Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate Colle	ge			
Graduate/Profession	al			
Other (Specify)				

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include all job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Work Performed	
Phone # ()			
Supervisor			
Job Title			
Reason for leaving	g		
Dates employed	From:	То:	
	Start:per hour	Final:	per hour
		Work Performed	
Address			
Supervisor			
Job Title			
Reason for leaving	g		
	From:	To:	······
Hourly rate	Start:per hour	Final:	per hour
Employer		Work Performed	
Phone # ()			
Supervisor			
Job Title			
Reason for leaving	g		
Dates employed	From:	То:	
Hourly rate	Start:per hour	Final:	per hour
Employer		Work Performed	
Job Title			
Reason for leaving	g		
Dates employed	From:	То:	
Hourly rate	Start:per hour	Final:	per hour

SHOULD YOU REQUIRE ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER

REFERENCES:

Name	
Address	
Telephone # ()
Name	

Address	
Telephone # ()

Specialized skills – please check skills/equipment operated:

Computer Calculator Typewriter Heavy Equipment	Fax Word Perfect Excel	Power Point Other (list)	
Notes:			
Does applicant currently	y have a valid driver's li	icense? { } Yes { } No	
Driver's license #		Expiration	
PLEASE ATTACH RESUM	1E		

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

	Applicant signature	Date:
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FOR PERSONNEL DEPARTMENT USE ONLY

Arrange interview	{ } Yes	} No			
Remarks					
Interviewer:			Date	:	
Employed	{ } Yes	No			
If yes, date of emplo	oyment				
Job Title					
Hourly Rate Salary		\$	Per Hour		
Department					
By: Name					
Name				Date	
NOTES:					