



CITY OF SUNLAND PARK

1000 McNUTT Rd.
 Sunland Park, NM 88063
 Phone: (505) 589-7565
 Fax: (505) 589-1222

EMPLOYMENT APPLICATION

An Equal Opportunity/ Affirmative Action Employer

INSTRUCTIONS: Answer all questions completely and honestly in the spaces provided. Failure to complete the Employment Application may invalidate it for review. Falsification of any information will void the Employment Application. Employment Applications may be submitted in person or by mail to the address indicated above.

PRINT NAME	Last	First	Middle	Social Security Number	Date
MAILING ADDRESS	Number and Street		City	State	Zip
					Telephone Number ()
Full-Time <input type="checkbox"/>	Minimum salary required		When could you start?		Are you at least 18 years of age?
Part-Time <input type="checkbox"/>					Yes <input type="checkbox"/> No <input type="checkbox"/>
If hired, are you eligible to work in the United States?			List other names under which you have been employed		
Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you currently or have you ever been an employee of the City of Sunland Park? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, Department Name					
Are you related by kinship or marriage to any current employee of the City of Sunland Park?					
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Give NAME and RELATIONSHIP					

EDUCATION					
Do you have a High School diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Higher Education	(Name of School and Address)	Did you Graduate?	Hours of Credit	Type of Degree	Major
List Professional and/or Technical licenses, certifications, or registrations related to the job for which you are applying.					

The City of Sunland Park does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in employment or the provision of services. The information on the application, together with any attachments, is the property of the City of Sunland Park. The City of Sunland Park does not pay employment agency fees.



EMPLOYMENT EXPERIENCE

Current or Most Recent Position

May we contact your current employer? Yes No

Employer's Name				Address			
Supervisor's Name, Title and Telephone Number				Reason for Leaving			
From				To			
Month	Year	Month	Year	Title(s) and Duties			
Starting Salary		Ending Salary					
\$ _____ Monthly		\$ _____ Monthly					
Full-Time <input type="checkbox"/>		Employees Supervised					
Part-Time <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>					
		How Many? _____					

Employer's Name				Address			
Supervisor's Name, Title and Telephone Number				Reason for Leaving			
From				To			
Month	Year	Month	Year	Title(s) and Duties _____			
Starting Salary		Ending Salary					
\$ _____ Monthly		\$ _____ Monthly					
Full-Time <input type="checkbox"/>		Employees Supervised					
Part-Time <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>					
		How Many? _____					

Employer's Name				Address			
Supervisor's Name, Title and Telephone Number				Reason for Leaving			
From				To			
Month	Year	Month	Year	Title(s) and Duties			
Starting Salary		Ending Salary					
\$ _____ Monthly		\$ _____ Monthly					
Full-Time <input type="checkbox"/>		Employees Supervised					
Part-Time <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>					
		How Many? _____					

Employer's Name				Address			
Supervisor's Name, Title and Telephone Number				Reason for Leaving			
From				To			
Month	Year	Month	Year	Title(s) and Duties			
Starting Salary		Ending Salary					
\$ _____ Monthly		\$ _____ Monthly					
Full-Time <input type="checkbox"/>		Employees Supervised					
Part-Time <input type="checkbox"/>		Yes <input type="checkbox"/> How Many? _____					



SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES

Be specific in listing special skills. List machines or office equipment you can use such as calculators, printing or graphics equipment, computer equipment, types of software, hardware, programming languages, etc. related to the job for which you are applying.

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Database Design	Driver license		
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Graphics software	<input type="checkbox"/> Valid commercial license.		
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Desktop Publishing Software	State? _____		
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Natural Programming	<input type="checkbox"/> Valid operator license.		
<input type="checkbox"/> WordPerfect	<input type="checkbox"/> Network installation/ administration	State? _____		
<input type="checkbox"/> IBM/Compatible PC		<u>Writing</u>	<u>Speaking</u>	<u>Fluency</u>
<input type="checkbox"/> Macintosh Pc	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Others, specify: _____			

Other: _____

PROFESSIONAL REFERENCES

Give name, address, and telephone number of three (3) professional references that are not related to you.

Name	Address	Telephone Number
1.		()
2.		()
3.		()

CRIMINAL BACKGROUND HISTORY

Have you ever been convicted of a crime or remanded to deferred adjudication other than a minor traffic violation?

Yes No

If YES, give details below.

Failure to complete this part of the Employment Application will void the Employment Application and any actions based on it.

CONVICTION IS NOT AUTOMATIC BAR TO EMPLOYMENT – CIRCUMSTANCES WILL BE CONSIDERED

Date of Conviction Month/Year	Location of Conviction City, State	Mark Appropriate Box		Nature of Conviction (Do not use abbreviations)
		Misdemeanor	Felony	



SOCIAL SECURITY NUMBERS

Disclosure of your social security number (SSN) is requested as part of your application for employment with the City of Sunland Park. During the employment application process, your SSN will be used as a unique number in order to identify you within the City of Sunland Park tracking system. Disclosure of your SSN at the time that you apply for employment is voluntary, but disclosure of your SSN is mandatory before you may be employed by the City of Sunland Park. Federal law requires the City of Sunland Park to report income and SSNs for all employees to whom compensation is paid. Employee SSNs are maintained and used by the City of Sunland Park for payroll and benefits purposes and are reported to Federal and State agencies on forms required by law for benefits purpose. Further disclosure of your SSN will be governed by The Inspection of Public records Act "NMSA 1978, Chapter 14, Article 2.

AMERICAN WITH DISABILITIES ACT

The Americans with Disabilities Act was signed into law on July 26, 1990. The City of Sunland Park complies with the ADA and is committed to non-discrimination in employment to persons with disabilities.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Immigration Reform and Control Act of 1986 requires all new employees to provide proof of identity and eligibility to work in the United States.

Applicant's Statement

I certify that all answers given herein are true and complete and correct 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 the period of time not to exceed thirty (30) 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 this time. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of "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 such change is specifically acknowledged in writing by an authorized executive of this organization.

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. I also hereby release from liability and promise to hold harmless under any and all possible causes of legal action any officer, agent or employee of the Sunland Park Personnel Department or any other department or agency, who may conduct my background investigation. The term "background investigation" as used in this document refers to any and all information and sources of information that the City and or department, in it's sole discretion, may deem necessary to obtain or contact to determine any fitness as a candidate for employment with the City of Sunland Park.

Signature of Applicant

Date



EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION CONFIDENTIAL APPLICANT SELF-IDENTIFICATION FORM (VOLUNTARY)

The following information is collected in order to monitor the City of Sunland Park 's Affirmative Action Program, to insure Equal Employment Opportunity and to be in compliance with state and federal regulations. This information will have no bearing on your application for employment, will not be used in the selection process and will not be forwarded to the hiring department. This form will be filed separately from your employment application. Completion of this form is voluntary.

PLEASE PRINT

Name: _____ Date: _____

Last 4 of SSN: _____ Gender: Male Female

Position applied for _____ Dept. _____

Position applied for _____ Dept. _____

Position applied for _____ Dept. _____

Race/Ethnicity (*check only one*):

- White** (not of Hispanic origin): Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain culture identification through tribal affiliation or community recognition.
- Black:** (not of Hispanic origin): Persons having origins in any of the Black racial groups.
- Asian or Pacific Islanders:** Persons having origins in any of the original peoples of the Far East, Southwest Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture, origin or descent, regardless of race.

From what source did you learn of this position? Advertisement Relative Friend Other

If by advertisement, please name publication: _____

If "other," please indicate source: _____

FOR OFFICIAL USE ONLY: TO BE COMPLETED BY HRS

Position No. _____

Position No. _____

Position No. _____

Position No. _____

Position No. _____

Position No. _____