

# Catron County

## Application for Employment

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

(Please Print or Type)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
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<i>Address</i>	<i>Number &amp; Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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<i>Telephone Number(s)</i>	<i>Social Security Number</i>
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<i>Position(s) Applied For</i>	<i>Date of Application</i>
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If you are under 18 years of age, can you provide required proof of your eligibility to work? Not Applicable Yes No

Have you ever filed an application with us before? Yes No  
 If yes, give date: \_\_\_\_\_

Have you ever been employed with us before? Yes No  
 If yes, give date: \_\_\_\_\_

Are you currently employed? Yes No  
 If yes, full time or part time:  
 May we contact your present employer? Yes No  
 If no, why not? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No  
 Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work?

Are you available to work: Full Time Part Time Shift Work 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 within the last 7 years? Yes No  
 Conviction will not necessarily disqualify an applicant. If yes, explain: \_\_\_\_\_

# Catron County

## Employment Experience

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

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
<u>Address</u>	<u>From:</u> <u>To:</u>	
<u>Telephone Number(s)</u>	<u>Hourly Rate/Salary</u>	
	<u>Starting:</u> <u>Final:</u>	
<u>Job Title</u>	<u>Supervisor</u>	
<u>Reason for Leaving</u>		

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
<u>Address</u>	<u>From:</u> <u>To:</u>	
<u>Telephone Number(s)</u>	<u>Hourly Rate/Salary</u>	
	<u>Starting:</u> <u>Final:</u>	
<u>Job Title</u>	<u>Supervisor</u>	
<u>Reason for Leaving</u>		

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
<u>Address</u>	<u>From:</u> <u>To:</u>	
<u>Telephone Number(s)</u>	<u>Hourly Rate/Salary</u>	
	<u>Starting:</u> <u>Final:</u>	
<u>Job Title</u>	<u>Supervisor</u>	
<u>Reason for Leaving</u>		

<u>Employer</u>	<u>Dates Employed</u>	<u>Work Performed</u>
<u>Address</u>	<u>From:</u> <u>To:</u>	
<u>Telephone Number(s)</u>	<u>Hourly Rate/Salary</u>	
	<u>Starting :</u> <u>Final:</u>	
<u>Job Title</u>	<u>Supervisor</u>	
<u>Reason for Leaving</u>		

If you need additional space, please continue on a separate sheet of paper.

# Catron County

## Education

	<i>Name &amp; Address Of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/ Degree</i>
<i>High School</i>				
<i>Undergraduate College</i>				
<i>Undergraduate College</i>				
<i>Undergraduate College</i>				
<i>Graduate/ Professional</i>				
<i>Other (Specify)</i>				

Describe any specialized training, apprenticeships, skills or extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any job-related training you received in the United States military: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate any foreign languages you can...

	<i>Fluent</i>	<i>Good</i>	<i>Fair</i>
<i>Speak</i>			
<i>Read</i>			
<i>Write</i>			

## Additional Information

*List professional, trade, business, or civic activities and offices held. You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

\_\_\_\_\_

\_\_\_\_\_

**Other Qualifications**

*Summarize special job-related skills and qualifications acquired from employment or other experience:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Catron County

## Specialized Skills

Check all that apply:

\_\_\_\_\_ PC

\_\_\_\_\_ Laptop

\_\_\_\_\_ Calculator

\_\_\_\_\_ Typewriter

\_\_\_\_\_ Fax

\_\_\_\_\_ Lotus 1-2-3, or similar

\_\_\_\_\_ PBX System, or similar

\_\_\_\_\_ Word Processor

List other production, or Mobile machinery:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.** A description of the activities involved in the job or occupation for which you are currently applying is attached. If not, you may request one.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you are currently applying?    Yes    No

## References

1.

Name/Position

Phone Number

Address

Email

2.

Name/Position

Phone Number

Address

Email

3.

Name/Position

Phone Number

Address

Email

4.

Name/Position

Phone

Address

Email

