



# APPLICATION FOR EMPLOYMENT

PO Box 711 \* 300 Central Ave. \* Carrizozo, New Mexico 88301-0711 \* (575) 648-2385

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last 4 Digits of your Social Security Number: \_\_\_\_\_

Referral Source (How did you hear about us?): \_\_\_\_\_

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*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected class. Lincoln County participates with E-Verify. If you are hired for any position, federal law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to prove such eligibility will void the offer of employment.*

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If you are under 18 years of age, can you provide required proof of your eligibility to work? - Yes - No

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

Are you currently employed?  Yes - No

May we contact your present employer?  Yes - No

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

Former Name(s) used: \_\_\_\_\_

**EDUCATION:**

**High School:** \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma / Degree: -Yes-No

**Undergraduate College:** \_\_\_\_\_ Course of Study: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Diploma / Degree: -Yes-No Degree: \_\_\_\_\_

**Graduate / Professional:** \_\_\_\_\_ Course of Study: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Diploma / Degree: -Yes-No Degree: \_\_\_\_\_

**Other (Specify):** \_\_\_\_\_ Course of Study: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Diploma / Degree: -Yes-No Degree: \_\_\_\_\_

**Describe any specialized training, apprenticeship, skills and extra-curricular activities:**  
\_\_\_\_\_  
\_\_\_\_\_

**Describe any honors you have received:**  
\_\_\_\_\_  
\_\_\_\_\_

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

**Indicate any foreign languages you can speak, read and/or write:**  
Speak: \_\_\_\_\_ Read: \_\_\_\_\_ Write: \_\_\_\_\_

**List professional, trade, business or civic activities and offices held.** *(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Give name, address and telephone number of three references who are not related to you and are not previous employers.

<b>1. Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____
<b>2. Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____
<b>3. Name:</b> _____	<b>Address:</b> _____	<b>Phone:</b> _____

**Have you ever had any job-related training in the United States military?** -Yes-No

If Yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Are you physically or otherwise UNABLE to perform the duties of the job for which you are applying?**

-Yes -No

**WORK EXPERIENCE:**

Start with your present or last job. Include any 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: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_ May We Contact? -Yes -No  
Reason for Leaving: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

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Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_ May We Contact? -Yes -No  
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Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Salary: Starting: \$ \_\_\_\_\_ Final: \$ \_\_\_\_\_ May We Contact? -Yes -No  
Reason for Leaving: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_

**COMMENT:** Include explanation of any gaps in employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH RESUME OR SUPPORTING DOCUMENTS WHEN EMAILING THE APPLICATION TO HR**