



APPLICATION FOR EMPLOYMENT

Return to: Human Resources Office
CITY OF ALAMOGORDO
1376 E. Ninth Street
Alamogordo, NM 88310
Office Phone Number: (575) 439-4399
Fax Number: (575) 439-4367
www.ci.alamogordo.nm.us

******PLEASE NOTE: You may submit a resume, but a resume is not a substitute for this application. Incomplete and unsigned applications will be rejected and therefore, not considered. ******

****** Please Type or Print Clearly in Ink ******

POSITION APPLIED FOR: _____ DATE OF APPLICATION: ____/____/____

NAME: _____ /OTHER NAME(S): _____
Last First Middle Initial List any names previously used or known by, i.e. maiden name)

ADDRESS: _____
Street/P.O. Box City State Zip Code

TELEPHONE NUMBER(S): _____ Last 4 digits of SS #: _____

E-MAIL ADDRESS: _____

May we contact you at work: YES NO Work number: _____ Time: _____

If you are under 18, can you furnish a work permit? YES NO

Have you ever been employed by the City of Alamogordo? YES NO

If yes, give dates: From ____/____/____ to ____/____/____ Department _____

Are you related to any City employee or elected City official? YES NO

If yes, who and what is the relationship? _____

Are you legally eligible for employment in the United States? YES NO
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Date available for work: _____ Employment desired: Full-Time Part-Time Temporary Seasonal

If required by employer, will you undergo a pre-employment physical? YES NO

Driver's License Number _____ State _____ Class _____ CDL YES NO

How did you learn of this position? Jobline Newspaper Referral Other _____

The City of Alamogordo is an EQUAL OPPORTUNITY EMPLOYER

NOTICE: BASED ON THE NEW MEXICO PUBLIC RECORDS ACT, ALL APPLICANT INFORMATION IS PUBLIC RECORD WITH THE EXCEPTION OF SPECIFIC INFORMATION EXCLUDED BY THE ACT.

For Office Use Only:
Card Fin-int.frm Testfail.frm Notified by: Email Letter Date Notified:

EMPLOYMENT HISTORY **All related experience and education required for this position must be included in the application to be considered. **

List most recent employment first. Be sure all your experience or employers related to this job are listed. Attach extra sheet of paper if necessary. Explain any gaps in employment in the comments section. You may submit a resume, but a resume is not a substitute for this application.

Employer:	Telephone:	Dates Employed:
Address:		From:
Job Title:		To:
Immediate Supervisor and Title:		Hourly Rate / Salary:
Reason for Leaving:		Start:
Summarize work performed/job responsibilities (Number of People you supervised):		Final:
		May we contact for reference?
		Yes No Later
Employer:	Telephone:	Dates Employed:
Address:		From:
Job Title:		To:
Immediate Supervisor and Title:		Hourly Rate / Salary:
Reason for Leaving:		Start:
Summarize work performed/job responsibilities (Number of People you supervised):		Final:
		May we contact for reference?
		Yes No Later
Employer:	Telephone:	Dates Employed:
Address:		From:
Job Title:		To:
Immediate Supervisor and Title:		Hourly Rate / Salary:
Reason for Leaving:		Start:
Summarize work performed/job responsibilities (Number of People you supervised):		Final:
		May we contact for reference?
		Yes No Later
Employer:	Telephone:	Dates Employed:
Address:		From:
Job Title:		To:
Immediate Supervisor and Title:		Hourly Rate / Salary:
Reason for Leaving:		Start:
Summarize work performed/job responsibilities (Number of People you supervised):		Final:
		May we contact for reference?
		Yes No Later

EDUCATIONAL BACKGROUND

List last three schools attended, including high school, starting with most recent.	Number years completed.	Indicate degree or diploma earned, if any.	Grade Point Average or Class Rank	Major (if applicable)	Minor (if applicable)
1)					
2)					
3)					

LANGUAGE: List the language(s) you use and check the box that describes your skill level (English, Spanish, etc.).

	Read	Write	Speak
1)			
2)			

SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with the City.

Typing WPM _____	Word - Version _____	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Windows - Version _____	Excel - Version _____	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
10 Key -	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	

Other, i.e. office equipment, machinery, tools, etc.:

REFERENCES: List three school or personal references not related to you.

Name	Telephone	Years Known
1)	()	
2)	()	
3)	()	

ADDITIONAL INFORMATION

List professional trade, business, or civic associations and any offices held.
(Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or protected status).

Organization	Offices held

List special accomplishments, publications, awards.

(Exclude information which would reveal sex, race, religion, national origin, age, ancestry, disability or protected status).

COMMENTS:

PLEASE READ AND SIGN THE STATEMENTS BELOW

(Unsigned applications will be rejected and not be considered):

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the City of Alamogordo and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application.

Note: It is hereby understood and agreed that if hired by the City of Alamogordo, I will be employed on a trial basis for a period six (6) months. One (1) year for Police and Fire.

Applicant Signature _____ Date: ____/____/____

By my signature below, I _____, understand I may submit a resume, but a resume is not a substitute for this application. Incomplete and unsigned applications will be rejected and therefore, not considered.

Applicant Signature _____ Date: ____/____/____

CRIMINAL AND DRIVING RECORDS

By my signature below, I _____, authorize the City of Alamogordo to obtain criminal arrests and driving record information about me from law enforcement agencies, courts of law, and motor vehicle departments, of any state in which I reside or have resided.

Please list the names of all of the state(s) you have lived in as an adult.

DRUG SCREENING ACKNOWLEDGMENT AND AGREEMENT

By my signature below, I _____, realize and understand that if considered for employment with the City of Alamogordo, I will be required to submit to a drug screening test in the form of a urinalysis or blood test, as a condition of hire. The City of Alamogordo will pay for this drug screening.

My signature below also serves to acknowledge and agree to the fact that if I receive preliminary offer of employment with the City of Alamogordo and accept it, I will be subject to a drug screening test PRIOR to FINAL offer of employment. Successful completion of a drug screening is defined as test results showing no trace of drugs. If successful completion of a drug-screening is not obtained, I understand I will not be eligible for hire with the City of Alamogordo.

Applicant Signature _____ Date: ____/____/____

AUTHORIZATION FOR RELEASE OF CRIMINAL ARRESTS AND DRIVING RECORD

I authorize the City of Alamogordo to obtain criminal arrests and driving record information about me from law enforcement agencies, courts of law, and motor vehicle departments, of any state in which I reside (or have resided).

Applicant Signature _____ Date: ____/____/____