



# CITY OF ESPAÑOLA

405 N. Paseo de Oñate • Española, New Mexico 87532

City Hall • (505) 747-6100

## EMPLOYMENT APPLICATION

Position Applied For \_\_\_\_\_

### PERSONAL

NAME (Last) (First) (Middle) Home Telephone

Mailing Address (P.O. Box No., Rural Route, City, State, Zip Code)

Street Address/Location of Residence

Check which following options you would consider  
( ) Full-Time ( ) Part-Time ( ) Temporary

List any Relatives Working for the City:  
Name Department

Are you a United States Citizen?  
( ) Yes ( ) No

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

Were you previously employed by the City? ( ) Yes ( ) No  
Dates:

Have you ever been convicted of a felony, or pleaded No Contest in a felony, or been convicted of a misdemeanor resulting in imprisonment or a fine over \$500.00 during the last five years: ( ) Yes ( ) No If Yes, explain separate sheet.

Do you possess a valid Driver's License? ( ) Yes ( ) No  
What State: \_\_\_\_\_ Type? \_\_\_\_\_

License # \_\_\_\_\_

On what date would you be available for work?

### EDUCATION AND TRAINING

High School Complete Address Graduated: ( ) Yes ( ) No  
GED Certificate ( ) Yes ( ) No

College or University Complete Address Major Degree/Year

Trade School Complete Address Major Degree/Year

Apprentice School Complete Address Subjects Completed: ( ) Yes ( ) No  
Year:

List any other education, training, special skills or certificates/licenses that you possess related to this job:

List any machines or equipment that you are qualified and experienced at operating:

List any languages that you fluently: Speak: Read: Write:

**REFERENCES**

List Business Persons known, but not related, to you for at least three (3) years

	Name	Title	Address	Telephone	Years Known
1.					
2.					
3.					

**EXPERIENCE**

List the last 10 years work experience beginning with the most recent.

Name of Employer		Type of Business			
Address	City	State	Zip Code	Telephone	
Dates Employed	Starting Title	Last Title		Was Employment	
From	To			( ) Full Time	( ) Part Time
Name & Title of Supervisor		May we contact		Reason for leaving	
		( ) Yes ( ) No			

Brief Description of Duties

Name of Employer		Type of Business			
Address	City	State	Zip Code	Telephone	
Dates Employed	Starting Title	Last Title		Was Employment	
From	To			( ) Full Time	( ) Part Time
Name & Title of Supervisor		May we contact		Reason for leaving	
		( ) Yes ( ) No			

Brief Description of Duties

Name of Employer		Type of Business			
Address	City	State	Zip Code	Telephone	
Dates Employed	Starting Title	Last Title		Was Employment	
From	To			( ) Full Time	( ) Part Time
Name & Title of Supervisor		May we contact		Reason for leaving	
		( ) Yes ( ) No			

Brief Description of Duties

EQUAL OPPORTUNITY EMPLOYER: It is our policy to abide by all Federal, State and City laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, or physical handicap, except where a reasonable, bona fide occupational qualification exists.

**APPLICANT'S CERTIFICATION**

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I certify that the information contained in this Application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this Application may be sufficient cause for rejection of this Application or dismissal after employment. I authorize the City of Española to investigate the information contained herein and contact those previous employers I have approved. I release all references, previous employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information. I understand this Application shall become a public record to the extent authorized by law.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_