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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | First | | |  | | | | | | M.I. | |  | | | Date | | |  |
| Street Address | |  | | | | | | | | | | | | | PO Box (If applicable) | | | | | | | |  |
| City |  | | | | | | | | | | State | |  | | | | | | ZIP | | | |  |
| Primary Phone | | |  | | | | Alternate Phone | | | | |  | | | | | | Email | |  | | | |
| Other name(s) used | | | |  | | | | | | | When name(s) used: | | | | |  | | | | | | | |
| Are you legally authorized to work in the United States pursuant to Federal and State immigration laws? | | | | | | | | | | | | | | | | | | | | | | YES  NO | |
| Have you ever been convicted of a felony or entered a plea of guilty to law violation(s) other than a minor traffic violation? (Please note that a “yes” answer will not bar you from consideration for employment.) | | | | | | | | | | | | | | | | | | | | | | YES  NO | |
| If yes: | |  | | | |  | | | | | | |  | | | | | | | | | | |
|  | | When? | | | | Where? | | | | | | | For What? | | | | | | | | | | |
| If yes: | |  | | | |  | | | | | | |  | | | | | | | | | | |
|  | | When? | | | | Where? | | | | | | | For What? | | | | | | | | | | |
| Are you related to anyone employed or contracted to work for the City of Elephant Butte? | | | | | | | | | | | | | | | | | | | | | YES  NO | | |
| If yes, Name of Employee: | | | | |  | | | | | | | | Department: | | | |  | | | | | | |
| How did you hear about this position? | | | | | |  | | | | | | | | | | | | | | | | | |
| Have you ever worked for or applied for work with the City of Elephant Butte? | | | | | | | | Applied? | | YES  NO | | | |  | | | | | |  | | | |
| Worked? | | YES  NO | | | | When? | | | | | | Department? | | | |
| Are you now or do you expect to be in any other business or employment other than indicated on this application? If yes, attach a separate sheet explaining. | | | | | | | | | | | | | | | | | | | | YES  NO | | | |

**EMPLOYMENT APPLICATION**

The City of Elephant Butte is an equal opportunity employer. Please answer each question fully, accurately and neatly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION INFORMATION** | | | | | |
| Position Applied for: |  | | | | |
| Some positions may require the completion or submission of additional documentation. Please refer to job posting. | | | | | |
| Date Available: |  | | Desired Salary: |  | |
| Positions at Elephant Butte may require working overtime. Can you work overtime? | | YES  NO | Positions at Elephant Butte may require working weekend or night shifts. Can you work weekends/nights? | | YES  NO |

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| **EDUCATION & TRAINING** | | | | | | | | | | | | | | | | | | |
| **High School or GED** | | | | |  | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | |
| Years Completed | | | | |  | | Diploma Received | | |  | | | | Subjects Studied | | |  | |
| **College, Vocational or Technical School** | | | | |  | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | |
| Years Completed | | | | |  | | Diploma Received | | |  | | | | Subjects Studied | | |  | |
| **Graduate School** | | | | |  | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | |
| Years Completed | | | | |  | | Diploma Received | | |  | | | | Subjects Studied | | |  | |
| What certifications, skills or additional training do you have that relate to the job for which you are applying? | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| What machines or equipment training do you have that relate to the job for which you are applying? | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT RECORD** | | | | | | | | | | | | | | | | | | |
| **Company** | |  | | | | | | | | | | | Phone | | |  | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | |  | | | Ending Salary | | |  |
| Responsibilities | | |  | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | | |  | | | | | | | |
| **Company** | |  | | | | | | | | | | | Phone | | |  | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | | $ | | | Ending Salary | | | $ |
| Responsibilities | | |  | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | | |  | | | | | | | |
| **Company** | |  | | | | | | | | | | | Phone | | |  | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | Starting Salary | | | $ | | | Ending Salary | | | $ |
| Responsibilities | | |  | | | | | | | | | | | | | | | |
| From |  | | | To | |  | | Reason for Leaving | | |  | | | | | | | |

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| **REFERENCES** | | | |
| *List below the names of three persons, other than relatives, that we can use as reference checks. References provided should have knowledge of your work skills, experience and abilities; should be qualified to evaluate your capabilities; and should have known you for at least one year.* | | | |
| **Full Name** |  | Relationship |  |
| Company |  | Phone |  |
| Address |  | | |
| **Full Name** |  | Relationship |  |
| Company |  | Phone |  |
| Address |  | | |
| **Full Name** |  | Relationship |  |
| Company |  | Phone |  |
| Address |  | | |

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| **DISCLAIMER AND SIGNATURE** | | | | | | | |
| **PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**  I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.  I authorize the investigation of any or all statements contained in this application through the services of Elephant Butte or an outside agency. I understand that these investigations will include information of public record, which could include MVD records, civil and criminal court records, and other records as may be appropriate. Previous employment references will also be checked.  I hereby waive any rights or claims I have or may have against all current and/or former employers, and their agents, employees, and representatives and damages that may directly or indirectly result from the use, disclosure or release of any information by any persons or party, whether such information is favorable or unfavorable to me. I further waive any claim against you and any outside agency utilized by you as a result of any information which is obtained in this investigation.  I understand that if I am extended an offer of employment it may be conditioned upon successfully passing a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.  I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time.  I have read, understand, and by my signature consent to these statements. I also understand that applications submitted electronically, via email or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature and, by this means, I am declaring all information submitted is true and correct, just as though my signature were placed on this application to verify the same. | | | | | | | |
| Signature |  | | | | Date |  | |
| **SUBMITTING YOUR APPLICATION** | | | | | | | |
| Please make sure that you verify all information is complete and accurate prior to submitting to the City of Elephant Butte. Once you have submitted a resume and application, we will contact you if we wish to schedule an interview. Please do not call/email the City to request an update. | | | | | | | |
| **FOR HUMAN RESOURCES DEPARTMENT USE ONLY** | | | | | | |
| Date Received: | |  | Position Close Date: |  | | |
| Initial Review By: | |  | Interviewed? | YES  NO | | |
| Interviewed By: | | 1. | 2. | 3. | | |
| **Employed?** | | YES  NO | **Employment Date:** |  | | |
| **EXPLANATION/COMMENTS:** | | | | | | |
|  | | | | | | |