

APPLICATION FOR EMPLOYMENT

The Town of Peralta, an Equal Employment Opportunity Employer

POST-OFFER, PRE-EMPLOYMENT DRUG SCREENING IS OUR POLICY

Date _____

All Applicants will receive consideration for employment regardless of race, color, sex, religious, national origin, age, disability, or other protected status.

PERSONAL DATA (Please Print)

Last Name: _____ First Name _____ Middle Initial: _____

Social Security Number: _____ Date of Birth: _____

Current Address _____ City _____ State _____ Zip _____ How Long? _____

Home Phone: _____ Mobile Phone: _____

Previous Address _____ City _____ State _____ Zip _____ How Long? _____

Are you eligible to work in the United States? _____ Yes _____ No

Do you have a current valid driver's license? _____ Yes _____ No

Driver's License # _____ Expiration Date: _____ State: _____

Desired position(s): _____ Years of experience _____ Desired wages \$ _____

Full-time _____ Part-time _____ Temp-Position _____ Date available _____

Do you plan to continue your present job or seek secondary employment if hired? _____ Yes _____ No

PERSONAL REFERENCES

List three personal references you have known for more than three years, who are not related or former employers.

Name	Address	Phone	Occupation
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Name	Address	Phone	Occupation
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Name	Address	Phone	Occupation
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Last Name: _____ First Name: _____ Middle Name: _____ SS#: _____

EMPLOYMENT HISTORY

May we contact your present employer for references? _____ Yes _____ No

List all periods of employment and unemployment during the last ten years, beginning with your most recent employer. Please account for all dates. The complete address and telephone number must be included. This section must be completed even though you may have submitted a formal resume. If you need additional space, ask for an additional work history worksheet.

Firm name _____ Last position held _____

Address/PO Box Number _____ City _____ State _____ Zip _____

Responsibilities _____ Employed from _____ to _____

Supervisor's name _____ Reason for leaving _____ Rate of pay \$ _____

Firm name _____ Last position held _____

Address/PO Box Number _____ City _____ State _____ Zip _____

Responsibilities _____ Employed from _____ to _____

Supervisor's name _____ Reason for Leaving _____ Rate of Pay \$ _____

Firm name _____ Last Position Held _____

Address/PO Box Number _____ City _____ State _____ Zip _____

Responsibilities _____ Employed from _____ to _____

Supervisor's name _____ Reason for Leaving _____ Rate of Pay \$ _____

Firm name _____ Last position held _____

Address/PO Box Number _____ City _____ State _____ Zip _____

Responsibilities _____ Employed from _____ to _____

Supervisor's name _____ Reason for leaving _____ Rate of pay \$ _____

Last Name: _____ First Name: _____ Middle Name: _____ SS#: _____

EDUCATION

completed: 1 2 3 4 5 6 7 8 9 10 11 12
College Undergraduate Graduate GED _____ Yes _____ No
1 2 3 4 Ph. D. _____ Yes _____ No

High School (s) _____ Collage (s) _____

Are you currently attending school? _____ Yes _____ No Major _____

If yes, _____ part-time _____ full time Degree (s) _____

List any special skills, talents, proficiencies acquired during military, formal or vocational studies; i.e. computer, software, customer service.

List any professional societies, licenses, and certifications; i.e. academic affiliations, CPR, first aid, and EMT.

Do you (please x) _____ speak or _____ write a foreign language(s)? _____ Yes _____ No Which language(s)? _____

GENERAL INFORMATION

Do you have relatives elected to office or employed with the town of Peralta _____ Yes _____ No

If yes, complete the following:

Name	Relationship	Department
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How did you learn about the position for which you are applying? _____

If you are considered a finalist for the position for which you have applied, do you authorize the Town of Peralta to conduct a full criminal background check agree to release from liability and agree to hold harmless the Town of Peralta, New Mexico in this regard? _____ Yes _____ No

List any other names used during your employment history or schooling:

Last Name: _____ First Name: _____ Middle Name: _____ SS#: _____

APPLICATION CHECK LIST

CONFIDENTIAL

Please review and answer the following short list of questions. If you answer to any of the questions listed below, you will be required to provide detailed information/documentation to the Municipal Clerk prior to continuing. .

- Have you ever been convicted of a Felony? Yes _____ No _____
 - Have you ever been convicted/charged with any criminal activity? Yes _____ No _____
 - Have you ever been convicted of any theft related charge? Yes _____ No _____
 - Do you possess a valid New Mexico driver's license? Yes _____ No _____
 - Have you been convicted of a DWI within the past five (5) years? Yes _____ No _____
 - Are you currently pending any criminal charges, or a sentencing for a conviction? Yes _____ No _____
 - To your knowledge, are there any outstanding criminal/Bench warrants active for your arrest? ____ Yes
No _____.
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Last Name: _____ First Name: _____ Middle Name: _____ SS#: _____

Failure to provide accurate and full disclosure of the questions listed above may result in delays or denial to obtain employment with the Town of Peralta

1. Any misrepresentation or omission of facts in my application or any attachments to my application may be justification for refusal of employment or if employed, termination from employment.
2. It is my understanding that the Town of Peralta may complete a thorough investigation of my work history, criminal background, driving record, academic records and may verify all data given in my application, related papers or oral interviews is true and correct. I authorize such investigation and the giving and receiving of any information requested by the Town; and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other disqualifying information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate termination.
3. I understand and agree that I may be required to take a medical examination, blood or urine test, at my expense at any time during my employment to determine if I am free of controlled substances. The Town of Peralta will, at its expense, require an initial drug screening test prior to employment. If such testing indicates an inability to perform these responsibilities, employment will be terminated or an offer of employment will be withdrawn. Failure to submit to such testing may result in the withdrawal of any employment offer or termination of employment.
4. I understand that due to the nature of this business, confidentiality is of extreme importance and that any violation of confidentiality is grounds for immediate termination.
5. In consideration of my employment, I agree to conform to all applicable rules, regulations and/or policies.
6. I understand that this document is an application for employment and no employment contract is being offered. I hereby understand and agree that my employment, both during and after any introduction period is at-will, and that nothing in this application or any other company document shall be deemed to create any contract of employment between me and the company, and that my employment can be terminated at any time by myself or the company for any or no cause. I understand that employment beyond the introduction period shall not result in any heightened expectation of continued employment. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me. I further understand that no representative of the Town, other than the Municipal Clerk or Peralta Hiring Board has any authority to enter into any agreement for employment for any specified period of time to make any agreement contrary to the foregoing.
7. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 25 U.S.C. 2701-2721. The purpose of the requested information is to determine the eligibility of individuals to be hired. The information provided will be used by the Municipal Clerk, Council Members, or Mayor who have need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, Local or Law Enforcement and Regulatory Agencies when relevant to civil, criminal, or regulatory investigations or prosecutions or when, the information is relevant to the hiring or firing of an employee.
Failure to consent to the disclosures indicated in this Notice will result in the Town being unable to hire you as an employee with the Town of Peralta.

I agree that the Town of Peralta may check any and all of the facts I have listed in my application for employment, including my references and my criminal record. A false statement on any part of your application may be grounds for not hiring you or for firing you after you begin work. Also, you may be punished by fine or imprisonment. (18 U.S.C 1001 .)

I declare under penalty of perjury that the foregoing is true and correct. Executed _____ on, 20
pursuant to 28 U.S.C. 1746.

Applicant's Signature _____ Date _____

Please Print Applicants Name _____ Initials _____

Witnessed by _____ Date _____