



# New Mexico Tech

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Institution

**File/Applicant Number**

Today's Date: \_\_\_\_\_

It is important that you answer every question and not leave any blank spaces.

<b>Position you are applying for:</b>			
Name:			
Present Address:	City	State	Zip
Mailing Address:	City	State	Zip
Telephone No.	How did you learn of this position?		
Will you accept temporary work?    Yes    No	Part-time work?    Yes    No		
Date You Can Start?	Salary or Wage Expected?		
Have you ever been employed here before?	If Yes, when?		
Have you ever been convicted of a felony?	If Yes, Reason:		
Names and relationship of relatives employed here:			

### EDUCATION

Circle the Highest Level of Education Completed, High School 9 10 11 12 College 1 2 3 4 5 6 7

Name and Address	Dates Attended		Major Course Work	Degree	Date of Graduation
	To	From			
High School					
College					
College					
Other					

Describe any special skill or computer software training or schooling you have completed. List licenses.

**TRANSCRIPTS REQUIRED FOR CONSIDERATION.**

# EMPLOYMENT HISTORY

List Your Most Recent Employer First

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Attach additional sheets for a complete employment history.

## REFERENCES

List Three Persons Who Have Knowledge of Your Abilities and Qualifications (not relatives)		
Name and Address	Years Known	Telephone No.

I certify that the information contained in this application is correct to the best of my knowledge and I understand that any misrepresentation is grounds for dismissal from employment or for rejecting my application for employment. I authorize New Mexico Tech to conduct an inquiry into any job-related information contained in this application. I hereby authorize all current (unless indicated otherwise on this application) and previous employers to release any information in their files pertaining to my employment history, including, but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions. Positions employed at EMRTC, Campus Police, the Post Office and positions that operate construction equipment or that have access to Institute cash or have check signing authority are subject to a pre-employment drug screen. An offer of employment for any of these positions is conditional on successfully passing the pre-employment drug screen.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

A separate application must be submitted for each position you apply for. This application will not be considered for other vacant positions.