

APPLICATION FOR EMPLOYMENT



Applicants are considered for all positions without regard to race, color, religion, creed, sex, national original age, handicap, marital or veteran status or any other legally protected status. Community Action Agency of Southern New Mexico (CAASNM) is an At-Will and Equal Opportunity Employer.

Form will have to be printed after completion and mailed or hand delivered to CAASNM's main office.

Date

Last Name

First Name

Address

Telephone

E-Mail Address

Position Applying For

Can you travel if the job requires it?

Yes

No

Do you have a valid Drivers License?

Yes

No

Do You have any relatives who work for CAASNM?

Yes

No

If yes, who?

Have you ever applied for employment with us?

Yes

No

If yes, give date and position you applied for.

Have you even been employed at CAASNМ?

Yes

No

If yes, give date and position previously held.

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you eligible for employment in the Untied States?

Yes

No

Have you ever been convicted of a felony?

If yes, date of conviction(s)

Yes

No

If yes, explain.

Please provide us with your earliest available start date.

Are you laid-off and subject to recall?

Yes

No

Are you available to work

Full-time

Part-time

Temporary

EDUCATION

What is the highest grade you have completed? (Please include GED)

Name and Location of High School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of College

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of Business/Trade/Technical School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of Graduate School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Work Experience

Start with your present or last employer. **DO NOT write "See Resume"** in any sections. You may attach a resume to this application. This page must be filled out completely.

Company Name	Address
Telephone	Supervisor
Dates Employed (From-To)	Hourly Rate/Salary (Start-End)
May We Contact This Employer?	Reason for Leaving
Yes	
No	
Work Performed	

Company Name	Address
Telephone	Supervisor
Dates Employed (From-To)	Hourly Rate/Salary (Start-End)

May We Contact This Employer?

Yes

No

Reason for Leaving

Work Performed

Company Name

Address

Telephone

Supervisor

Dates Employed (From-To)

Hourly Rate/Salary (Start-End)

May We Contact This Employer?

Yes

No

Reason for Leaving

Work Performed

Company Name

Address

Telephone

Supervisor

Dates Employed (From-To)

Hourly Rate/Salary (Start-End)

May We Contact This
Employer?

Reason for Leaving

Yes

No

Work Performed

Please explain fully any significant gaps in your employment history of your last three positions

Military

Did you serve in the U.S. Armed Forces?

Yes

No

If yes, what Branch

Additional Information: Summarize any job-related skills and qualifications you feel may be helpful in considering your application.

Languages (Fluent Only)

Are you Bilingual?	What language(s) do you speak?	Can you read/write it?
Yes		Yes
No		No

Personal/Professional References- Do not include family members or past supervisors.

Name	E-mail	Phone
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Name	E-mail	Phone
------	--------	-------

Name	E-mail	Phone
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APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete. I authorize the investigation of all statements contained in this application for employment as may be necessary at arriving at an employment decision. I understand that this application is not, and is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge also that I am required to abide by all rules and regulations of the agency.

Print Name

Signature

DISCLAIMER

All employees of CAASNМ, other than those persons employed under express written agreements signed by the CEO of CAASNМ are employed on an at-will basis. This means employee's at-will employment may be terminated by either the employee or CAASNМ at any time, with or without notice, and for any reason not prohibited by law.

CRIMINAL BACKGROUND CHECKS POLICY

Community Action Agency of Southern New Mexico, Inc. requires a criminal check for all full-time and part-time internal employees upon hire once a conditional offer of employment has been extended by the hiring manager.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Community Action Agency of Southern New Mexico, Inc. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with Community Action Agency of Southern New Mexico, Inc.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration in any position with the company due to falsification of an application.

An offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.

I have read the above Disclaimer and Criminal Background Checks Policy

Print Name

Signature