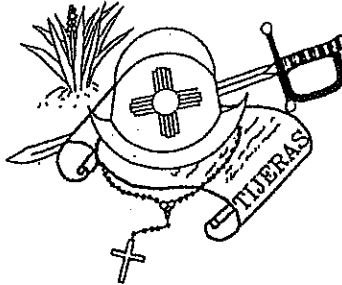


VILLAGE OF TIJERAS, NEW MEXICO

Post Office Box 9
#12 Camino Municipal
Tijeras, New Mexico 87059
Phone: (505) 281-1220
FAX: (505) 281-0948
E-mail: CityHall@Village.Tijeras.NM.US



Gloria J. Chavez, Mayor

Council:
Don Johnson
Maxine Wilson
Gilbert Gutierrez
George Nuanez, Sr.
Ernestina Gonzales-King

APPLICATION FOR EMPLOYMENT

All qualified applicants will receive consideration without regard to age, race, color, religion, sex, national origin or handicap.

Date _____

PERSONAL DATA

Name _____ (Please print)
Last First Middle

Address _____
Street City State Zip Code

Phone _____ Driver's License # and State _____

Social Security No. _____ U.S. Citizen Yes ___ No ___

Any offer of employment, if made, will be conditional upon immediate production of documentation to verify employment eligibility under the Immigration Reform and Control Act of 1986.

Type Position Wanted _____
First Choice Second Choice

Salary Wanted _____ Date Available for Employment _____

ACADEMIC DATA

High School Graduate or GED Yes ___ No ___ Read/Understand at _____ Level

If required for desired position, please indicate:

College _____ Major _____
Name City & State

MILITARY SERVICE

Military Service Yes ___ No ___ Status _____ Disability _____

"WITH PRIDE IN OUR PAST, AND FAITH IN OUR FUTURE"

EMPLOYMENT RECORD

Include all positions, including summer work, except military service. List most recent position first.
Be exact as to dates if possible.

<u>Company Name</u>	<u>Address</u>	<u>Date From</u>	<u>Date To</u>
_____	_____	_____	_____
_____	_____	_____	_____

<u>Title of Position</u>	<u>Reason for Leaving</u>
_____	_____

<u>Company Name</u>	<u>Address</u>	<u>Date From</u>	<u>Date To</u>
_____	_____	_____	_____
_____	_____	_____	_____

<u>Title of Position</u>	<u>Reason for Leaving</u>
_____	_____

<u>Company Name</u>	<u>Address</u>	<u>Date From</u>	<u>Date To</u>
_____	_____	_____	_____
_____	_____	_____	_____

<u>Title of Position</u>	<u>Reason for Leaving</u>
_____	_____

<u>Company Name</u>	<u>Address</u>	<u>Date From</u>	<u>Date To</u>
_____	_____	_____	_____
_____	_____	_____	_____

<u>Title of Position</u>	<u>Reason for Leaving</u>
_____	_____

EMPLOYMENT RECORD (Continued)

Other Periods: State what you did in periods not covered; include periods of unemployment, and self-employment.

<u>From</u>	<u>To</u>	<u>Description</u>
_____ 20 ____	_____ 20 ____	_____
_____ 20 ____	_____ 20 ____	_____
_____ 20 ____	_____ 20 ____	_____

If employed, have you told your employer you plan to change employment? _____

May we contact your present employer? _____

Describe the work you would like to do and the reason you want to do it.

Additional experience or training which qualifies you for that work (bilingual, mechanical ability, computer experience, supervisory experience).

List references of three people familiar with your work and expertise. (Exclude family members)

1. _____
Name Address Phone
2. _____
Name Address Phone
3. _____
Name Address Phone

To assist in the evaluation of my employment qualifications, The Village of Tijeras is authorized to request and receive any and all information concerning my background, but not limited to, reports from any and all persons, schools, companies, corporations, associations, law enforcement agencies and from any and all of my previous employers. I hereby authorize any and all of the aforesaid parties to furnish any and all such information concerning my background to The Village of Tijeras. I further release any and all of the aforesaid parties and The Village of Tijeras or its designated agent from any and all liability and responsibility arising out of the release of any and all such information or reports.

I understand that if I am offered employment, my employment may be subject to a motor vehicle record check and/or a drug screening examination. If I am granted employment, I agree to conform to the rules and regulations of The Village of Tijeras and agree that my employment may be terminated with or without cause or notice during the probationary period. I understand that no supervisor or representative of The Village of Tijeras has any agreement for employment contrary to the rules and regulations of The Village of Tijeras. I hereby state that the information on this and all other employment forms is true to the best of my knowledge and belief. I understand that any misstatement of facts, in the event of employment, may be cause for dismissal.

Date _____

 Signature of Applicant

Interviewed by _____ Date _____

Education/Literacy	_____	Communication Skills	_____
Driving Record	_____	Public Relations Skills	_____
Computer Literate	_____	Organizational Skills	_____
Type 40 wpm	_____	Supervisory Skills	_____
Bondable	_____	Maintenance Skills	_____
Notary	_____	Equipment Skills	_____
Health	_____	Job Specific Skills	_____

Hired _____ For Department _____ Position _____

Will Report _____ Salary _____ Status _____

Approved: _____

1. Personnel Administrator _____
 2. Mayor _____
 3. Council _____