

**New Mexico
HIGHLANDS
University**

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer dedicated to a policy of nondiscrimination in employment on any basis, including race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, age, physical or mental disability or handicap, serious medical condition, veteran's status, spousal affiliation, and any other basis prohibited by law.

This Application must be completed even if you are attaching a personal resume. Information provided will be verified by New Mexico Highlands University.

Type or use Black Ink to Complete this Application.

Date: _____

Employment Desired

Position	Date Available	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/>
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Personal Information

Last Name	First Name	Middle Name
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Address (Number, Street, City, State, Zip Code)

Social Security Number	Home Telephone Number	How were you referred to this position? (Ex. current employee, newspaper ad)
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If hired, can you show proof of authorization to work in the United States? YES NO

Education

High School Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Trade, Business or Correspondence School Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
College/University Attended and Location	No. of Years Completed?	Did you graduate?	Degree/Units Completed?
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	

General

Special Courses or Training

Experience/Skills Related to the Position for which you are Applying

Current Employment

Are you currently employed?

May we contact your present employer?

Why are you seeking a new position?

List additional information, such as a different name or nickname, needed to check job references, education:

Employment History (List Present or Most Recent Positions First)

Name of Employer

Address (Number, Street, City, State, Zip Code)

Job Title/Position

Type of Business

Department

of hours

Phone:

Duties:

Name and Position of Immediate Supervisor

Date Employed (Month, Day, Year)

Date Left (Month, Day, Year)

Starting Salary

Final Salary

Reason for Leaving

Name of Employer

Address (Number, Street, City, State, Zip Code)

Job Title/Position

Type of Business

Department

of hours

Phone:

Duties:

Name and Position of Immediate Supervisor

Date Employed (Month, Day, Year)

Date Left (Month, Day, Year)

Starting Salary

Final Salary

Reason for Leaving

Name of Employer

Address (Number, Street, City, State, Zip Code)

Job Title/Position

Type of Business

Department

of hours

Phone:

Duties

Name and Position of Immediate Supervisor

Date Employed (Month, Day, Year)

Date Left (Month, Day, Year)

Starting Salary

Final Salary

Reason for Leaving

Name of Employer

Address (Number, Street, City, State, Zip Code)

Job Title/Position

Type of Business

Department

of hours

Phone:

Duties

Name and Position of Immediate Supervisor

Date Employed (Month, Day, Year)

Date Left (Month, Day, Year)

Starting Salary

Final Salary

Reason for Leaving

Employment Information

Name of Employer		Address (Number, Street, City, State, Zip Code)		
Job Title/Position	Type of Business	Department	# of hours	Phone:

Duties

Name and Position of Immediate Supervisor

Date Employed (Month, Day, Year)	Date Left (Month, Day, Year)	Starting Salary	Final Salary
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Reason for Leaving

Criminal History - Failure to make a full and accurate disclosure of any prior conviction(s) will result in the rejection of any pending application for employment. If you are a current employee, failure to make a full and accurate disclosure may result in termination.

1. Have you ever been convicted of a felony, misdemeanor or other crime (including military convictions)?
2. Within the last seven (7) years, have you entered a plea of guilty or been placed on parole, probation, a work release program, deferred adjudication, pre-trial diversion, or conditional release as a result of any felony, misdemeanor or other crime?
3. Within the last seven (7) years, have you been confined (incarcerated) as a result of the sentence of any court? (Include incarcerations resulting from the sentence of a military court or similar proceeding).
4. Are you currently on parole, probation, a work release program, deferred adjudication, pre-trial diversion or conditional release as a result of any felony, misdemeanor or other crime?

Convictions are not an automatic bar to employment. Each case is considered on an individual basis.

Military Service

Branch	Grade or Rank
Nature of duty or training	
Relevant experience	Present Service Classification

Office/Administrative Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used
Typing			
Shorthand			
Word Processing/ Spreadsheet			

List any other training which may be helpful to NMHU in considering your application.

Professional References

Please provide the names, addresses and phone numbers of **three professional references (do not include relatives/family members)**:

Name	Address	Title/Company	Home/Cell Phone Work Phone
			Home/Cell: Work:
			Home/Cell: Work:
			Home/Cell: Work:

DISCLOSURE OF RELATIVES

Do you currently have immediate family members working at New Mexico Highlands University as defined by New Mexico Highlands University Policy #475 section 7.7.1 which states: **“A member of the immediate family is a spouse, parent, child, brother or sister or any other person residing in the same household.”**

Yes _____ No _____

If you indicated yes, please list your relatives or household members currently employed as defined above.

_____	_____
_____	_____
_____	_____

Verification and Signature

All of the information provided by me on this application, my personal resume and any other supplementary materials, is true and correct. I authorize New Mexico Highlands University to verify the information provided by me, and to contact any reference, employer, school, or educational institution listed by me.

- I understand that receipt of this application by the University does not mean that I have been hired or employed by the University. I understand that this application is not a contract of employment. If hired, I understand that no one at the University has the authority to change the terminable “at will” nature of the Employment, other than the President of the University in writing.
- I authorize New Mexico Highlands University to contact former employers, schools and references listed on this application. I release my former employers and New Mexico Highlands University from any and all liability in connection with the furnishing of this information to New Mexico Highlands University.
- **I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION FOR EMPLOYMENT OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.**

Signature of Applicant

Date