

Application for Employment New Mexico Judicial Branch

For Proper Processing:

- Applications will only be accepted for advertised vacancies.
- A separate application must be submitted for each vacancy.
- The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.
- Use exact New Mexico Judicial Branch job title from the position announcement.

Instructions for Completing this Application: Use this application to demonstrate how your education, training and experience are relevant to the requirements of the job for which you are applying. ***If you require special accommodations to complete the application or in any testing process, please notify the agency to which you are applying of your requirement. For additional information call 505-885-4740***

1. Type or print legibly in black or blue ink.
2. Give complete employment information on application. Use supplemental sheets if necessary.
3. Dates of employment must show both the month and year.
4. Any diplomas certificates and/or licenses required for the position must be attached to the application.
5. Sign and Date the Application, Keep a Copy for Yourself
6. Return completed application to the agency to which you are applying or to the Administrative Office of the Courts (Human Resources Division) as specified in the position announcement.

Position Applied for: _____ **Agency/Court/District:** _____

LAST NAME	FIRST	MIDDLE	TELEPHONE
			Home: Work: Message:
ADDRESS	STREET	CITY	STATE ZIP CODE
ARE YOU APPLYING FOR:		If part-time, list days and hours available	DATE AVAILABLE FOR WORK
_____ Full Time _____ 1/2 Time _____ 3/4 Time			
DO YOU POSSESS A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Driver's License #: _____ State: _____ Expiration Date: _____			
OFFER OF EMPLOYMENT IS CONDITIONED UPON SATISFACTORY PROOF OF IDENTITY AND LEGAL ABILITY TO WORK IN THE USA.			
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES OF AMERICA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
VISA TYPE (If applicable): _____			
HAVE YOU HAD PRIOR NEW MEXICO JUDICIAL BRANCH EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES: (Date(s) employed): _____ (Where): _____ (Title): _____			
(Date(s) employed): _____ (Where): _____ (Title): _____			
LIST NAMES OF RELATIVES EMPLOYED BY THE JUDICIAL BRANCH AND THEIR RELATIONSHIP TO YOU.			
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR LARCENY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE CIRCUMSTANCES AND DATES: (Conviction will not necessarily disqualify an applicant from employment. Each case is considered on its own merit.)			

EDUCATION AND TRAINING*

LEVEL	NAME AND LOCATION	GRADUATE	IF NO, INDICATE HIGHEST GRADE COMPLETED	
HIGH SCHOOL/ G.E.D. EQUIVALENCY		____ YES ____ NO		
COLLEGE/ UNIVERSITY		____ YES ____ NO	MAJOR	DEGREE
OTHER SCHOOL(S) OR TRAINING		FIELD OF STUDY:		

* A copy of relevant Transcripts, Degrees or Diplomas must be attached.

LIST ALL SPECIAL JOB SKILLS OR QUALIFICATION YOU CONSIDER RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

EMPLOYMENT HISTORY

PLEASE DESCRIBE YOUR EMPLOYMENT EXPERIENCE STARTING WITH YOUR MOST RECENT POSITION. INCLUDE ANY RELEVANT VOLUNTEER WORK. IF YOU NEED ADDITIONAL SPACE, CONTINUE ON A SUPPLEMENTAL SHEET AND ATTACH IT TO THE APPLICATION.

<div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">1</div> NAME OF EMPLOYER	ADDRESS (CITY, STATE)			
SUPERVISOR'S NAME	SUPERVISOR'S TELEPHONE NUMBER	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		
YOUR JOB TITLE	FROM: MO./YR.	TO: MO./YR.	STARTING SALARY	PRESENT/FINAL SALARY
CHECK ONE: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	NUMBER OF EMPLOYEES SUPERVISED:			
HOURS PER WEEK: MAJOR RESPONSIBILITIES, DUTIES AND EXPERIENCE:				
REASON FOR SEPARATION:				

REFERENCES

LIST THREE (3) PEOPLE WHO ARE NOT PREVIOUS EMPLOYERS AND WHO ARE FAMILIAR WITH YOUR WORK.

NAME	ADDRESS	TELEPHONE NUMBER	PROFESSIONAL RELATIONSHIP	YEARS KNOWN

APPLICANT'S STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

- ◆ The information I have provided in this application for employment is true, correct, and complete to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment or for dismissal if discovered at a later date.
- ◆ I authorize a background investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information, personal or otherwise. I release all parties from liability for any damage that may result from furnishing the same to you.
- ◆ I understand that once my application is submitted it becomes a matter of public record.

Applicant's Signature

Date

**THE NEW MEXICO JUDICIAL BRANCH IS AN
EQUAL OPPORTUNITY EMPLOYER**

