

# Application for Employment

The Village of Corrales is an equal employment opportunity employer who considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Please Type or Print

Date: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Street

City

State

Zip

Telephone Numbers: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Other: \_\_\_\_\_

## EMPLOYMENT DESIRED

Position: \_\_\_\_\_

If you are less than 18 years of age, can you provide required proof of your eligibility to work?

Y  N/A

Have you filed an application with the Village of Corrales before?

Y  N

If yes, give date \_\_\_\_\_

Have you ever been employed by the Village of Corrales?

Y  N

If yes, give date \_\_\_\_\_

Are you currently employed?

Y  N

If yes, may we contact your present employer?

Y  N

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Y  N

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?

Y  N

Can you travel if a job requires it?

Y  N

**EDUCATION**

	Name and Location of School	Number of years completed	Did you Graduate?	Subjects studied Degrees Received
Grammar School				
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any honors you have received.

\_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_

List professional, trade, business or civic activities and offices held. You may exclude those activities that indicate your union status, race, creed, color, sex, marital status, age, national origin, religion, citizenship or handicap.

\_\_\_\_\_

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Have you ever had any job-related training in the United States Military?  Y  N

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Give name, address and telephone number of three references who are not related to you.

	Name	Address	Phone
1.			
2.			
3.			

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**EMPLOYMENT EXPERIENCE**

Please provide a full accounting of your Work Experience in the past 10 years including U. S. Military Service, if job related. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

**If desired, you may attach a separate Resume**

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(1) Present or last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Present Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

(2) Present or last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Present Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

(3) Present or last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Present Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position Responsibilities \_\_\_\_\_  
\_\_\_\_\_

(4) Present or last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Present Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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**PLEASE READ CAREFULLY**

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**Application Form Disclaimer**

Neither the applicant of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Village of Corrales practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Village of Corrales, or otherwise to change in any respect the employment relationship between it and the undersigned, and that relationship cannot be altered except by the Personnel Ordinance as approved by the Governing Body of the Village of Corrales.

I authorize investigation of all statements contained in this application, in any other documentation related to this application, or made by me in any interview relating to potential employment in connection with this application. **I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.** I authorize the investigation of all matters contained in this application and hereby give the Village of Corrales permission to contact schools, previous employers, references, and others, and hereby release the Village of Corrales from any liability as a result of such contact.

I further understand that my employment with the Village of Corrales shall be probationary for a period of one (1) year, and further that at any time during the probationary period, my employment relation with the Village of Corrales is terminable at will for any reason by either party.

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

The Village of Corrales is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religions sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Village of Corrales depends solely on your qualifications.



**Thank you for completing this application form  
and for your interest in the Village of Corrales.**