APPLICATION FOR EMPLOYMENT

TOWN OF RED RIVER
100 E. Main Street
P.O. Box 1020
Red River, New Mexico 87558
(575) 754-2277

POSITION APPLYING FOR: _____

COMPLETE PAGES 1 THROUGH 5 AND A

IMPORTANT INSTRUCTIONS: Please type or print in ink. Any area of application not applicable to you enter "N/A" - **Do Not Leave Blank!** If applying for more than one job, separate application forms must be submitted for each job desired. If additional space is required to answer or explain any part of this form, additional sheets should be attached. **On "position desired", be specific - do not enter "anything" or "open", etc.** Persons wishing to attach resumes are invited to do so. **Make sure to complete pages 1-5 and Page A.**

THE TOWN OF RED RIVER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, ANCENSTRY, RELIGION, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION/GENDER IDENTITY, DISABILITY OR VETERAN STATUS.

NAME MUST MATCH THE NAME ON YOUR SOCIAL SECURITY CARD.

NAME_____
LAST FIRST M.I.

ADDRESS_____
STREET NO. STREET NAME OR BOX NUMBER

CITY_____STATE_____ZIP CODE_____

HOME PHONE_____BEST CONTACT PHONE_____

E-MAIL ADDRESS (if applicable) _____

DRIVER'S LICENSE #, STATE, CLASS_____

DOES A FAMILY MEMBER WORK FOR THE TOWN OF RED RIVER?

YES [ ] NO [ ] NAME_____ RELATIONSHIP_____

HAVE YOU EVER WORKED FOR THE TOWN OF RED RIVER? YES [ ] NO [ ]

HAVE YOU EVER WORKED FOR THE TOWN AS A CONTRACT TEMPORARY? YES [ ] NO [ ]

IF YES, WHEN_____ **WHAT DEPARTMENT?**_____

WHO WAS YOUR SUPERVISOR?_____

EDUCATION

CURRENTLY ENROLLED IN HIGH SCHOOL? YES [ ] NO [ ]

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE? YES [ ] NO [ ]
IF NO, WHAT WAS THE HIGHEST GRADE COMPLETED? _____

DO YOU HAVE A COLLEGE OR UNIVERSITY DEGREE? YES [ ] NO [ ]
IF SO, COMPLETE THE FOLLOWING:

NAME OF COLLEGE/UNIVERSITY	DEGREE RECEIVED	ACADEMIC FIELD

MILITARY SERVICE RECORD

Have you served in the U.S. Military Service? YES [ ] NO [ ]

If yes, list skills acquired, including special training: _____

_____

_____

EMPLOYMENT EXPERIENCE

List below all present and past employment beginning with your most recent. If you held more that one position with the same employer, please list each position separately.

Employer		From Month/Year	To Month/Year	Job Title
Street Address				Work Performed
City	State	Phone Number	Supervisor	

Reason for Leaving:_____

Employer		From Month/Year	To Month/Year	Job Title
Street Address				Work Performed
City	State	Phone Number	Supervisor	

Reason for Leaving:_____

Employer		From Month/Year	To Month/Year	Job Title
Street Address				Work Performed
City	State	Phone Number	Supervisor	

Reason for Leaving:_____

Employer		From Month/Year	To Month/Year	Job Title
Street Address				Work Performed
City	State	Phone Number	Supervisor	

Reason for Leaving:_____

Employer		From Month/Year	To Month/Year	Job Title
Street Address				Work Performed
City	State	Phone Number	Supervisor	

Reason for Leaving:_____

OTHER SCHOOLS OR TRAINING: (Example: Trade, Vocational, Armed Forces or Business. Give the name and location of school(s), dates attended, subjects studies, certificates received, etc.)

LICENSES/CERTIFICATES: (Trade, Professional, Police Officer, Public Safety Dispatcher, EMT, etc.)

OTHER EXPERIENCE, SKILLS AND ABILITIES: (INCLUDE ONLY EXPERIENCE, SKILLS AND ABILITIES YOU POSSESS WHICH WOULD APPLY TO THE JOB DESIRED-Office/Clerical applicants include: Software Knowledge, Office Machines, Computer Experience, etc.)

REFERENCES: LIST BELOW THE NAMES, ADDRESSES AND PHONE NUMBERS OF THREE (3) BUSINESS/PERSONAL REFERENCES, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE (1) YEAR.

NAME	TITLE	ADDRESS/PHONE/EMAIL	COMPANY NAME

ADDITIONAL COMMENTS (Optional):

PLEASE READ AND SIGN THE STATEMENTS BELOW

(Unsigned applications will be rejected and will not be considered)

PRE-EMPLOYMENT STATEMENTS AND ACKNOWLEDGEMENT

I understand and agree that:

1. The information that I provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during my interview(s), can be justification for refusal of employment, or if employed, termination from the Town of Red River.

2. Any offer of employment is contingent upon my successful completion of the pre-employment screening process, and satisfactory completion of any post offer pre-employment examinations that may be required. I hereby give consent to the results of any required examinations or screening to be released to the Town.

3. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the Town of Red River and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application.

4. As a condition of employment, I may be required to undergo and successfully pass a screening for drugs/alcohol and a medical examination relating to the position's function and I hereby consent to having the results of any screenings and/or examinations released to the Town of Red River.

5. I hereby authorize the Town of Red River to investigate my employment history, including any inquiry concerning information on my criminal, credit, education and driving history if appropriate. I understand the Town will consider material contained in my criminal history records and othe records soley for the purpose of determining my suitability for the position(s) for which I have applied. I do not authorize release of this information for any purpose beyond this employment decision. I am aware that if I am denied employment based on a report by a consumer reporting agency, the Town will furnish the name and address of such agency upon written request.

6. If selected for employment, I understand that I will be required by Federal law to produce acceptable legal documentation to show proof of employment eligibility within three (3) days of my effective date of employment. Inability to provide appropriate documentation as required by Federal law will result in immediate termination.

7. The Town of Red River will endeavor to keep information confidential to the extend permitted by law. This application, along with any attachments, becomes the property of the Town of Red River.

8. If selected for employment, I agree to comply with the policies, rules regulations and procedures of the Town of Red River.

9. It is hereby understood and agreed that if hired by the Town of Red River, I will be employed on a probationary basis for a period of twelve (12) working months.

Applicant Signature_____Date____/____/____

THE TOWN OF RED RIVER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, ANCESTRY, RELIGION, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION/GENDER IDENTITY, DISABILITY, MARITAL OR VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED CLASS.

We are required to comply with Federal/State Equal Employment and statistical record keeping requirements. In order to comply with these laws, the Town invites applicants/employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. **THIS FORM WILL BE KEPT CONFIDENTIAL AND SEPARATE FROM THE ATTACHED APPLICATION FOR EMPLOYMENT.**

NAME_____ SS#_____
LAST FIRST MI

ADDRESS_____ CONTACT PHONE_____

CITY_____ STATE_____ ZIP_____

SEX: MALE ☐ FEMALE ☐ BIRTHDATE_____ AGE_____
MONTH DAY YEAR

POSITION APPLYING FOR:_____

DATE OF APPLICATION:_____
MONTH DAY YEAR

ARE YOU A DISABLED VETERAN? YES ☐ NO ☐

ARE YOU A VIETNAM ERA VETERAN? YES ☐ NO ☐

YOUR RACE/ETHNIC GROUP – **CHECK ONLY ONE** (There is no category for multi-racial individuals)

☐ WHITE (Non-Hispanic) ☐ AMERICAN INDIAN/ALASKAN NATIVE _____
(INDICATE TRIBAL AFFILIATION)

☐ BLACK (Non-Hispanic) ☐ ASIAN OR PACIFIC ISLANDER

☐ HISPANIC

WHAT INFLUENCED YOU TO APPLY FOR EMPLOYMENT WITH THE TOWN OF RED RIVER?

☐ FRIEND/RELATIVE ☐ PRIVATE EMPLOYMENT AGENCY
☐ JOB POSTING BOARD/WALK-IN ☐ STATE EMPLOYMENT REFERRAL
☐ INTERNET
☐ NEWS MEDIA AD, WHICH PUBLICATION _____
☐ OTHER (PLEASE SPECIFY)_____
_____

DO NOT WRITE BELOW THIS LINE OR ON BACK OF THIS PAGE

CONFIDENTIAL