



# New Mexico Tech

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Institution

File/Applicant Number

Today's Date: \_\_\_\_\_

It is important that you answer every question and not leave any blank spaces.

<b>Position you are applying for:</b>			
Name:			
Present Address:	City	State	Zip
Mailing Address:	City	State	Zip
Telephone No.	How did you learn of this position?		
Will you accept temporary work? Yes No	Part-time work? Yes No		
Date You Can Start?	Salary or Wage Expected?		
Have you ever been employed here before?	If Yes, when?		
Have you ever been convicted of a felony?	If Yes, Reason:		
Names and relationship of relatives employed here:			

### EDUCATION

Circle the Highest Level of Education Completed, High School 9 10 11 12 College 1 2 3 4 5 6 7

Name and Address	Dates Attended		Major Course Work	Degree	Date of Graduation
	To	From			
High School					
College					
College					
Other					

Describe any special skill or computer software training or schooling you have completed. List licenses.

**TRANSCRIPTS REQUIRED FOR CONSIDERATION.**

# EMPLOYMENT HISTORY

List Your Most Recent Employer First

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Name of Employer	Employment Dates, From:	To:
Address	Supervisor's Name	Tele No.
Job Title	Last Wage or Salary:	Full-time Part-time
Reason for leaving:	May we contact this employer?	Yes No
Briefly describe the work you performed:		

Attach additional sheets for a complete employment history.

## REFERENCES

List Three Persons Who Have Knowledge of Your Abilities and Qualifications (not relatives)		
Name and Address	Years Known	Telephone No.

I certify that the information contained in this application is correct to the best of my knowledge and I understand that any misrepresentation is grounds for dismissal from employment or for rejecting my application for employment. I authorize New Mexico Tech to conduct an inquiry into any job-related information contained in this application. I hereby authorize all current (unless indicated otherwise on this application) and previous employers to release any information in their files pertaining to my employment history, including, but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions. Positions employed at EMRTC, Campus Police, the Post Office and positions that operate construction equipment or that have access to Institute cash or have check signing authority are subject to a pre-employment drug screen. An offer of employment for any of these positions is conditional on successfully passing the pre-employment drug screen.

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

\_\_\_\_\_  
Date

A separate application must be submitted for each position you apply for. This application will not be considered for other vacant positions.

### **Pre-employment Offer to Self-Identify**

Have you ever been employed by New Mexico Tech?     yes   no

How do you describe yourself? (check one)

White (Not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black (Not of Hispanic Origin): Persons having origins in any of the Black racial groups.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American or any other Spanish Culture origins.

Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Gender   Female   Male

Are you a Disabled Veteran of the United States Military?   yes   no

Are you a protected Veteran protected by VEVRAA?   yes   no

Are you an active duty wartime or campaign badge Veteran?   yes   no

New Mexico Institute of Mining & Technology, as a standing policy, does not discriminate against individuals because of their race, color, religion, creed, age, sex, national origin, physical or mental handicap, disability, or status as a qualified protected veteran. Any discriminatory action can be a cause for disciplinary action. This policy applies to all Institute programs and facilities including, but not limited to admissions, educational programs, and employment. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5 (a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. Discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, age Discrimination in Employment Act Amendments of 1978, Americans with Disabilities Act, New Mexico Human Rights Act, and other federal and state regulations. Coordination of the compliance efforts of New Mexico Institute of Mining & Technology with respect to these laws and regulations is under the direction of the Director of Affirmative Action and Compliance Programs, 801 Leroy Place, Socorro, New Mexico 87801.