

City of Rio Communities
360 Rio Communities Blvd
Rio Communities, NM 87002
(505) 861-6803



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer – All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Incomplete information could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION:

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Sought: _____ Full Time ____ Part Time ____

Date Available: _____ Salary Desired _____

Are you eligible to work in the United States? ____ Yes ____ No (If offered employment, you will be required to provide documentation to verify eligibility)

Are you at least 18 year or older? ____ Yes ____ No (if no, you may be required to provide authorization to work)

Incomplete information could disqualify you from further consideration. Please complete all fields.

EMPLOYMENT INFORMATION: include your employment history, including periods of unemployment, starting with the most recent and working backwards in time.

Employer: _____ Job Title _____

Address: _____

Hourly rate/Salary: _____

May we contact employer? ____ Yes ____ No Dates of Employment: From: ____ To: ____

Supervisor Name _____ Telephone Number _____

Reason for leaving _____

Work Performed: _____

Employer: _____ Job Title _____

Address: _____

Hourly rate/Salary: _____

May we contact employer? ____ Yes ____ No

Supervisor Name _____ Telephone Number _____

Reason for leaving _____

Work Performed: _____

Employer: _____ Job Title _____

Hourly rate/Salary: _____

Address: _____

May we contact employer? ____ Yes ____ No Dates of Employment: From: ____ To: ____

Supervisor Name _____ Telephone Number _____

Reason for leaving _____

Work Performed: _____

Employer: _____ Job Title _____

Address: _____

Hourly rate/Salary: _____

May we contact employer? ☐ Yes ☐ No Dates of Employment: From: _____ To: _____

Supervisor Name _____ Telephone Number _____

Reason for leaving _____

Work Performed: _____

Employer: _____ Job Title _____

Address: _____

Hourly rate/Salary: _____

May we contact employer? ☐ Yes ☐ No Dates of Employment: From: _____ To: _____

Supervisor Name _____ Telephone Number _____

Reason for leaving _____

Work Performed: _____

If you wish to describe additional work experiences, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you been discharged or asked to resign by an employer? ☐ Yes ☐ No

If yes, please provide company name and details: _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: # of years Attended ____ **Diploma:** ____ Yes ____ No **G.E.D:** ____ Yes ____ No
School (s) _____ City/State _____
_____ City/State _____

College, University, and/or Vocational School(s)

of years attended ____

Major: _____ **Degree(s) received:** _____

School(s) _____ City/State _____
_____ City/State _____
_____ City/State _____

Other Training or Degree(s):

School(s) _____ City/State _____
_____ City/State _____
_____ City/State _____

SKILLS:

Office: Typing ____ wpm ____ Microsoft Word ____ Excel ____ PowerPoint

Other Software Skills _____

Have you ever been employed in any facility of the City of Rio Communities? ____ Yes ____ No

If so, please state facility name and location and dates of employment:

PROFESSIONAL LICENSE(s) OR MEMBERSHIP(s):

Type of License(s): _____

State of (State Name) License Number: _____

License expiration date: _____

Type of License(s): _____

State of (State Name) License Number: _____

License expiration date: _____

Type of License(s): _____

State of (State Name) License Number: _____

License expiration date: _____

Other Professional Membership(s): _____

(you need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

REFERENCES: Please list three professional and three personal references

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Email: _____
Address: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the City of Rio Communities to verify their accuracy and to obtain reference information on my work performance. I hereby release the City of Rio Communities from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

Signature of Applicant: _____
Date: _____