



2919 2nd Street NW, Suite B Albuquerque, NM 87107 (505) 345-4001

APPLICATION FOR EMPLOYMENT

Today's Date: _____

Name: _____
 Last First Middle

Address: _____
 Street City
 Phone: () -
 State Zip

Driver's License	State	License No.	Type	Expiration Date

Do you have any traffic violations/accidents for the past 3 years (other than parking violations)? _____

If "yes", list date, type of violation and penalty/charge _____

Would you be willing to take a Drug/Alcohol test? _____

DESIRED EMPLOYMENT:

Position	Date You Can Start	Salary Desired	Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, may we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Former Employers

Name of Present Or Last Employer		Start Date	Leaving Date	Job Title
Address	City	State	Zip Code	
Weekly Starting Salary:		Weekly Final Salary:		
Description of Work:				
Reason for Leaving:				
Name of Previous Employer		Start Date	Leaving Date	Job Title
Address	City	State	Zip Code	
Weekly Starting Salary:		Weekly Final Salary:		
Description of Work:				
Reason for Leaving:				
Name of Previous Employer		Start Date	Leaving Date	Job Title
Address	City	State	Zip Code	
Weekly Starting Salary:		Weekly Final Salary:		
Description of Work:				
Reason for Leaving:				



POLICY STATEMENTS

Equal Employment: It is the policy of this Company to comply with Federal and State equal employment opportunity laws. An applicant's religion, sex, sexual orientation, national origin, race, creed color, age, marital status, veteran's status and presence of a non-job related medical condition or handicap will not influence hiring, promotion, pay, benefits or any other term or condition of employment. Important factors considered for hiring of potential advancement are attitude, ability, aptitude, motivation and work quality. This Company promotes equal opportunity.

Policy on Hiring: It is the policy of this Company to hire only American citizens and Aliens who are authorized to work in the United States. All employees will be required to provide original documents that establish this authority within three days of their date of hire. Should the documents not be provided within that period of time, the Company has no choice, under the law, but to terminate the employee.

At Will Employment: It is the policy of this Company that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Company. No employee or representative of the Company other than the President, has any authority to enter into any agreement for employment contrary to the foregoing and the only if in a written, signed document. Neither this application, Employee Handbook or other agreements or conditions is to be considered a contract of employment.

Certification: I hereby certify that the facts set forth in the foregoing employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application or my resume, in any detail, shall be considered sufficient cause for disqualification from further consideration for hire or dismissal, whenever found.

AUTHORIZATION: I hereby authorize this Company to investigate and to inquire into my employment/education/personal background. I hereby authorize any of my former employers to release information about my character and employment relationship. I agree to hold any employer of person(s) harmless for releasing information regarding my employment, education and character.

AGREEMENT: I am aware that the Company has conditions of employment and policies to which I will be subject if selected for employment. I understand that my employment is "At Will". I understand that, unless otherwise specifically agreed to in writing, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at either the Company's or my option. In this regard, I understand that such employment manuals of handbooks as may be distributed to me during the course of my employment shall not be construed to be a contract.

Signature of Applicant: _____ **Printed Name:** _____

Date: _____ **Reviewed By:** _____