



COUNTY OF OTERO

1101 NEW YORK AVENUE
ALAMOGORDO, NEW MEXICO 88310
Phone Number (575) 437-7427

APPLICATION FOR EMPLOYMENT

The County of Otero 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. Otero County is a drug-free employer – all employees are subject to drug screening.

Please Print

DATE: _____

POSITION APPLIED FOR: _____

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

EXPECTED STARTING SALARY: _____

TELEPHONE: _____

\$ _____ per Month

How did you learn about us?

Advertisement

Employment Agency

Relative

Friend

Walk-in

Facebook

Radio

Other: _____

Have you ever filed an application with Otero County before?

Yes

No

If yes, give date: _____

*Otero County is an Affirmative Action
Equal Opportunity Employer*

Application for Employment – Otero County, New Mexico

NAME: _____

Do you currently have a relative employed with Otero County? Yes No

If Yes, state department _____ and relationship _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

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

Yes No **(Proof of citizenship or immigration status will be requested 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? Yes No

Can you travel if a job requires you to? Yes No

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Application for Employment – Otero County, New Mexico

NAME: _____

EMPLOYMENT EXPERIENCE:

Start with your current job; include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.) Employer: _____
Address: _____

Telephone #: _____

Dates Employed: From: _____ To: _____ SALARY: Starting: _____ Final: _____

Job Title: _____ Supervisor: _____

Work Performed: _____ _____ _____ _____

Reason for Leaving: _____

2.) Employer: _____
Address: _____

Telephone #: _____

Dates Employed: From: _____ To: _____ SALARY: Starting: _____ Final: _____

Job Title: _____ Supervisor: _____

Work Performed: _____ _____ _____ _____

Reason for Leaving: _____

Application for Employment – Otero County, New Mexico

NAME: _____

3.) Employer: _____
Address: _____

Telephone #: _____

Dates Employed: From: _____ To: _____ SALARY: Starting: _____ Final: _____

Job Title: _____ Supervisor: _____

Work Performed: _____ _____ _____
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Reason for Leaving: _____

4.) Employer: _____
Address: _____

Telephone #: _____

Dates Employed: From: _____ To: _____ SALARY: Starting: _____ Final: _____

Job Title: _____ Supervisor: _____

Work Performed: _____ _____ _____
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Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper.

Application for Employment – Otero County, New Mexico

NAME: _____

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience:

EDUCATION:

	ELEMENTARY SCHOOL					HIGH SCHOOL				COLLEGE OR UNIVERSITY				
School Name and Location:														
Years Completed:	4	5	6	7	8	9	10	11	12	1	2	3	4	
List any Diplomas and Degrees:														
Describe courses of study:														

Please furnish us with any training, skills, and extra-curricular or apprenticeship experience:

Describe any honors you have received:

Application for Employment – Otero County, New Mexico

NAME: _____

Please provide any additional information you feel may be helpful to us in considering your application:

Do you Speak, Read, or Write any foreign language? Yes No

If yes, please list language in space below:

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held:

You may exclude memberships, which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.

REFERENCES:

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

NAME	ADDRESS	TELEPHONE NUMBER

Date

Signature of Applicant