

COMMISSION / ADMINISTRATION
(575) 437-7427
FAX (575) 443-2904
886-986-8376



1101 NEW YORK AVE.
ALAMOGORDO, NM 88310-8935

State of New Mexico
County of Otero

December 20, 2010

TO: LABOR MARKET
FROM: RAY BACKSTROM, COUNTY MANAGER
RE: OTERO COUNTY EMPLOYMENT APPLICATIONS REQUIREMENTS

VERY IMPORTANT INFORMATION

APPLICATIONS FOR EMPLOYMENT SHALL BE ACCEPTED IN THE COUNTY ADMINISTRATIVE OFFICE DURING NORMAL BUSINESS HOURS. APPLICATIONS WILL BE ACCEPTED ONLY WHEN A POSITION IS VACANT AND HAS BEEN POSTED AND ADVERTISED. APPLICATIONS MUST BE SUBMITTED ON THE EMPLOYMENT APPLICATION FORM PROVIDED BY THE COUNTY. THE SPECIFIC POSITION AND DEPARTMENT BEING APPLIED FOR (AS INDICATED IN THE JOB ANNOUNCEMENT) MUST BE STATED IN THE APPROPRIATE BLANK ON THE APPLICATION. IF MORE THAN ONE POSITION IS BEING APPLIED FOR, APPLICANT MUST SUBMIT ONE APPLICATION FOR EACH POSITION. THE APPLICANT IS RESPONSIBLE FOR MAKING COPIES OF THE APPLICATIONS.

THE APPLICANT IS RESPONSIBLE FOR FURNISHING COPIES OF PROOF OF QUALIFICATIONS OR PROOF OF POSSESSION OF ANY LICENSE, CERTIFICATE, OR DEGREE WHEN THESE REQUIREMENTS ARE NECESSARY AND SET FORTH IN THE JOB DESCRIPTION.

THE APPLICANT IS RESPONSIBLE FOR FURNISHING PROOF OF IDENTIFICATION AND RIGHT TO WORK IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

THE APPLICANT IS RESPONSIBLE FOR SIGNING THE EMPLOYMENT APPLICATION AND CERTIFYING AS TO THE TRUTH OF ALL STATEMENTS MADE IN THE APPLICATION. ANY APPLICATION THAT IS NOT SIGNED AS PROVIDED FOR HEREIN WILL NOT BE CONSIDERED.

IT IS VERY IMPORTANT THAT THE ABOVE MENTIONED IS FOLLOWED, IF NOT, YOUR APPLICATION FOR EMPLOYMENT WILL NOT BE CONSIDERED.



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

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

Intentionally Left Blank

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:

Reason for Leaving: _____

4.) Employer: _____
Address: _____

Telephone #: _____

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

Job Title: _____ Supervisor: _____

Work Performed:

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: (Circle One)	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