

**CITY OF RATON
APPLICATION FOR EMPLOYMENT**

**CITY OF RATON
PERSONNEL DEPARTMENT
P.O. BOX 910
RATON, NEW MEXICO, 87740
TELEPHONE: (575)445-9551**

Job Title: _____

Department: _____

PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM

A new application must be submitted for each position for which you are applying. Résumés are not accepted in lieu of an application, but may be attached for supplemental information.

This application form is an important part of the employment process. Candidates for any position may be eliminated based on an evaluation of the application. Please type or complete in ink as neatly and clearly as possible. Answer all questions to the best of your knowledge. You may provide as much detail as you wish by adding extra sheets of information or a résumé. False, incomplete, or inaccurate information is cause for disqualification or discharge at any future time.

If you need assistance completing this application, contact the Personnel Office at (575) 445-9451.

PERSONAL INFORMATION

Name: _____
Last First MI

Present Mailing Address _____
Street Number City State Zip Code

Street Address if Different _____

Telephone Number (Home) _____ (Business/Cell) _____

Do you have a valid Driver's License? Yes _____ No _____

Driver's License No. _____ State _____ Class _____ Expiration _____

GENERAL INFORMATION

Can you work legally in the United States? Yes _____ No _____

Have you ever been employed by the City of Raton? Yes _____ No _____
If "yes," on a separate sheet list date(s), job title(s), department location(s) and reason(s) for separation.

When would you be available to start work? _____

May we contact your present employer about your work? Yes _____ No _____

May we contact your previous employer(s) about your work? Yes _____ No _____

List any other name under which you have been employed _____

RECORD OF EDUCATION

Name and Address of School	Course of Study	Years	Graduate?	List Degree
HIGH SCHOOL _____	<u>N/A</u>	1 2 3 4	Y N	_____
COLLEGE: _____	_____	1 2 3 4	Y N	_____
COLLEGE: _____	_____	1 2 3 4	Y N	_____
OTHER: _____	_____	1 2 3 4	Y N	_____

MILITARY SERVICE RECORD

Have you served, or are you currently serving, in the U.S. Military Service? Yes _____ No _____
 If "yes," list on a separate sheet skills acquired including special training.

EMPLOYMENT EXPERIENCE:

Please list below all present and past employment beginning with the most recent. If you held more than one position with the same employer, please list each position separately.

1. EMPLOYER _____ FROM _____ TO _____
 STREET ADDRESS _____ CITY _____ STATE _____
 JOB TITLE _____ SUPERVISOR _____
 REASON FOR LEAVING _____

2. EMPLOYER _____ FROM _____ TO _____
 STREET ADDRESS _____ CITY _____ STATE _____
 JOB TITLE _____ SUPERVISOR _____
 REASON FOR LEAVING _____

3. EMPLOYER _____ FROM _____ TO _____
 STREET ADDRESS _____ CITY _____ STATE _____
 JOB TITLE _____ SUPERVISOR _____
 REASON FOR LEAVING _____

4. EMPLOYER _____ FROM _____ TO _____
 STREET ADDRESS _____ CITY _____ STATE _____
 JOB TITLE _____ SUPERVISOR _____
 REASON FOR LEAVING _____

Other Licenses or Certifications (if required for the job):

Professional Grade _____ Level _____

Expiration Date _____ Issued By _____

Summarize any special skills or qualifications. Include knowledge, skills, and abilities not shown elsewhere in the application. Be specific _____

Any offer of employment shall be made contingent on applicant passing a job-related physical examination and drug test. Any applicant refusing such test or failing such test shall be denied employment. Any person hired must be able to perform all essential job functions with or without reasonable accommodation.

It is the policy of the City to avoid both the practice and the appearance of nepotism in employment. In carrying out this policy, no person shall be hired to a position which is under the supervision of a relative.

If any of your relatives are employees or elected officials of the city of Raton, please list their name and family relationship to you:

Name	Relationship	Department
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Name	Relationship	Department
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EMERGENCY CONTACT:

Name	Address	Phone
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AGREEMENT AND CONSENT

1. I certify that these answers are true and correct to the best of my knowledge.
2. I UNDERSTAND THIS APPLICATION IS SUBJECT TO VERIFICATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I understand that misrepresentations or omissions of fact in this application will be sufficient cause for disqualification or dismissal from employment with the City of Raton if I have been employed. I agree that the City of Raton will not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to false statements and answers in this application. I understand and agree that this application is an initial application. I understand that additional information may be required of me. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application. I certify that I have reviewed the applicable job description and can perform all essential job functions with or without reasonable accommodation. Any needed accommodation must be disclosed by the applicant if a conditional job offer is made.
3. I hereby acknowledge that I have read and agree to the above statement.

Signature Date

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

We are an Equal Opportunity Employer