City of Alamogordo – Human Resources | 1376 E. 9TH Street, Suite D. | Alamogordo, NM 88310

APPLICATION FOR EMPLOYMENT

APPLY ONLINE: https://www.governmentjobs.com/careers/alamogordo

PHONE: (575) 439-4399 | FAX: (575) 439-4367 EMAIL:
coahr@ci.alamogordo.nm.us
WEBSITE: ci.alamogordo.nm.us/258/Human-Resources

The City of Alamogordo is an Affirmative Action/ Equal Opportunity Employer.

NOTICE TO APPLICANTS:

BASED ON THE NEW MEXICO PUBLIC RECORDS ACT, ALL APPLICANT INFORMATION IS PUBLIC RECORD, WITH THE EXCEPTION OF SPECIFIC INFORMATION EXCLUDED BY THE ACT.

PERSONAL INFORMATION
TYPE OR PRINT LEGIBLY IN INK

POSITION APPLYING FOR (List only one):	**APPLICATION DATE:**

NAME (LAST, FIRST, MIDDLE INITIAL):

OTHER NAMES USED (i.e., Maiden, previous married name, etc.):

MAILING ADDRESS (STREET, CITY, STATE/PROVINCE, ZIP/POSTAL CODE):

PHONE NUMBER:	**SECOND PHONE NUMBER:**	**E-MAIL:**
DRIVER'S LICENSE: ☐ YES ☐ NO	**DRIVER'S LICENSE** (STATE, NUMBER, CLASS):	**CDL:** ☐ YES ☐ NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? ☐ YES ☐ NO	**IF UNDER 18, CAN YOU FURNISH A WORKER'S PERMIT?** ☐ N/A ☐ YES ☐ NO

IF REQUIRED, WILL YOU UNDERGO A PRE-EMPLOYMENT PHYSICAL? ☐ YES ☐ NO

PREFERENCES

SALARY DESIRED:	**DATE AVAILABLE:**	**WILLING TO RELOCATE?** ☐ YES ☐ NO ☐ MAYBE
TYPE OF POSITION DESIRED: ☐ PART TIME ☐ FULL TIME ☐ TEMPORARY/SEASONAL		**SHIFTS YOU WILL ACCEPT:** ☐ DAY ☐ EVENING ☐ NIGHT ☐ WEEKENDS ☐ ON CALL

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN EMPLOYED WITH THE CITY OF ALAMOGORDO?	☐YES ☐NO **IF YES, THE DATES:**	**DEPARTMENT:**
ARE YOU RELATED TO ANY CITY EMPLOYEES OR ELECTED OFFICIALS?	☐YES ☐NO **IF YES, NAME:**	**RELATIONSHIP:**

HOW DID YOU HEAR ABOUT THIS POSITION? ☐CITY HALL JOB BOARD ☐CITY WEBSITE ☐NEWSPAPER ☐OTHER: _____

☐ I WAS REFERRED BY: _____

WORK EXPERIENCE
☐ CHECK THE BOX IF YOU HAVE NO WORK HISTORY.

- List your employment dates from the last 7 years, recent employment first.
- Include additional employers and experience relating to the duties of the position applying for.
- Explain any gaps in employment *(additional information section)*.
- Attach extra sheets of paper (if necessary).

POSITION TITLE:	EMPLOYER:	DATES (MONTH/YEAR to MONTH/YEAR):
ADDRESS (STREET, CITY, STATE/PROVINCE, ZIP/POSTAL CODE):		PHONE NUMBER:
LAST SALARY:	HOURS PER WEEK:	NUMBER OF EMPLOYEES SUPERVISED:
SUPERVISOR'S NAME:	SUPERVISOR'S TITLE:	SUPERVISOR'S EMAIL:
SPECIFIC DUTIES:		
REASON FOR LEAVING:		MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO ☐ LATER

POSITION TITLE:	EMPLOYER:	DATES (MONTH/YEAR to MONTH/YEAR):
ADDRESS (STREET, CITY, STATE/PROVINCE, ZIP/POSTAL CODE):		PHONE NUMBER:
LAST SALARY:	HOURS PER WEEK:	NUMBER OF EMPLOYEES SUPERVISED:
SUPERVISOR'S NAME:	SUPERVISOR'S TITLE:	SUPERVISOR'S EMAIL:
SPECIFIC DUTIES:		
REASON FOR LEAVING:		MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO ☐ LATER

POSITION TITLE:	EMPLOYER:	DATES (MONTH/YEAR to MONTH/YEAR):
ADDRESS (STREET, CITY, STATE/PROVINCE, ZIP/POSTAL CODE):		PHONE NUMBER:
LAST SALARY:	HOURS PER WEEK:	NUMBER OF EMPLOYEES SUPERVISED:
SUPERVISOR'S NAME:	SUPERVISOR'S TITLE:	SUPERVISOR'S EMAIL:
SPECIFIC DUTIES:		
REASON FOR LEAVING:		MAY WE CONTACT THIS EMPLOYER? ☐ YES ☐ NO ☐ LATER

EDUCATION BACKGROUND

CHECK ONE BELOW: High School Graduate or General Educational Development (GED) recipient?

☐ **YES**   ☐ **NO** If no, what is the highest grade completed? _____

LIST SCHOOLS (NAME/ADDRESS), MOST RECENT FIRST:

SCHOOL NAME/LOCATION:	DATES ATTENDED:	MAJOR SUBJECT:	DEGREE/YEAR:	GRADUATE:
	TO: FROM:			☐ YES ☐ NO
	TO: FROM:			☐ YES ☐ NO

CERTIFICATES & LICENSES

Occupational License, Certificate, or Registration:	Number:	Where Issued:	Expiration Date:

LANGUAGES *List all the languages read, written, or spoken fluently (including English).*

Read:	Speak:	Write:

VETERAN INFORMATION *(most recent)*

Are You a Veteran? ☐ YES ☐ NO	Branch of Service:	Date of Entry:	Date of Discharge:

SKILLS & QUALIFICATIONS

Summarize any special skills and qualifications acquired from employment or other skills or experiences that may qualify you to work with the City of Alamogordo.

	N/A	Beginner	Intermediate	Advanced
Computer Skills:				
10 Key	☐	☐	☐	☐
Internet	☐	☐	☐	☐
Microsoft Office	☐	☐	☐	☐
Typing WPM:	☐	☐	☐	☐
Other Skills:				
Construction	☐	☐	☐	☐
Customer Service	☐	☐	☐	☐
Facility Maintenance	☐	☐	☐	☐
General Office/Clerical	☐	☐	☐	☐
Landscaping	☐	☐	☐	☐

Summarize other skills, qualifications, and types of tools used (use additional sheets of paper, if needed):

Additional Information (use additional sheets of paper, if needed):

REFERENCES

- Two Professional References (**not already listed in the *EMPLOYMENT HISTORY* section**) *AND*
- Two Personal References (**not related to the applicant**).

Name	Email Address	Phone	Best Time to Call	Years Known

The facts outlined in my application for employment are true and complete to the best of my knowledge. By my signature below:

- ✓ I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.
- ✓ I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record.
- ✓ I agree that the City of Alamogordo and my previous employers shall not be held liable in any respect if a job offer is not extended is withdrawn, or my employment is terminated because of false statements, omissions, or answers made by me on this application or the supplemental documents (i.e., resume, personal history statement, etc.) that may be reviewed with my application.
- ✓ I understand I may submit a resume, but a resume is not a substitute for this application.
  - o Incomplete and/or unsigned applications will be rejected and therefore, not considered.
- ✓ I acknowledge that the City of Alamogordo Human Resources Department relies heavily on email communication.
  - o I confirm that the email address I have provided is a valid email account.
  - o I understand that my computer settings may cause email messages from the City to go to my Spam or Junk folders.
- ✓ It is hereby understood and agreed that if hired by the City of Alamogordo, I will be employed on a trial basis for a period of six (6) months.
  - o The probationary period for Police and Fire is one (1) year.
  - o This probationary period does not apply to "At-Will" employees.

Applicant Signature: _____ Date: _____

AUTHORIZATION OF CRIMINAL ARRESTS, CREDIT HISTORY, & DRIVING RECORD

By my signature below, I (PRINT NAME) _____, authorize the City of Alamogordo to obtain criminal arrests, credit history (if needed), and driving record information about me from law enforcement agencies, courts of law, and motor vehicle departments, of any state in which I reside or have resided.

List the names of all the state(s) you have lived in as an adult:

_____

_____

E-VERIFY ACKNOWLEDGEMENT

By my signature below, I (PRINT NAME) _____, acknowledge that I understand City of Alamogordo participates in E-Verify and will provide the federal government with my Form I-9 information to confirm that I am authorized to work in the United States.

Applicant Signature: _____ Date: _____

DRUG /ALCOHOL-FREE WORKPLACE AGREEMENT

- ✓ DRUG/ALCOHOL-FREE WORKPLACE (External Applicant = Not a current City employee).
  All offers to an external applicant, for initial employment with the City of Alamogordo, shall be extended conditionally upon the applicant successfully passing a pre-employment drug test with a negative result. Should an applicant have a pre-employment drug test with a positive result (including a positive result for THC), the conditional offer of employment shall be rescinded. Applicants failing a pre-employment drug and/or alcohol test shall not be eligible for consideration of employment in any position with the City of Alamogordo for a period of one (1) year after the date of the test.

- ✓ DRUG/ALCOHOL-FREE WORKPLACE (Internal Applicant = Current City employees).
  When an employee being placed, transferred, or promoted submits to a drug test under any of the applicable provisions in the City's Employee Manual and has a verified positive result (including a positive result for THC), the employee shall be subject to corrective action up to and including termination.

I acknowledge the City of Alamogordo's Zero Tolerance policy and I understand the consequences of a positive drug test.

Applicant Signature: _____ Date: _____