New Mexico State University

Box 30001 / MSC 3 HRS Las Cruces, New Mexico 88003-8001

(575) 646-8000



Human Resources Form No. 21

NON EXEMPT EMPLOYMENT APPLICATION FORM (PLEASE USE PEN TO COMPLETE APPLICATION) If you need assistance in filling out the application because of a medical condition or disability, you are invited to request assistance from our staff. Applications that are not filled out completely will not be considered. Applications will be kept active for one (1) year. Each position applied for will require a "Job Interest Form". Current university employees who want to apply for a posted position must complete a new application and Job Interest Form. THE OFFICE OF HUMAN RESOURCES WILL ATTEMPT TO NOTIFY ONLY THOSE APPLICANTS REFERRED. I wish to work: temporary nights only days only part-time (if part-time, days and hours available) Date available: Are you at least 16 years old? yes Are you eligible for employment in the United States? Are any of your relatives employed by NMSU? City Department Relationship Name of Relative / Relatives Hours enrolled Are you an NMSU student? yes **Telephone** yes no Type of felony Have you ever been convicted of a felony? A conviction record will not necessarily be a bar to employment. Applicant could be asked to disclose conviction record. **EDUCATION Check Last Year Completed** Degree/Certificate Received Course of Study Name and Address School Completion of 8th grade Freshman Sophomore High School Graduation GED Junior Senior Sophomore Freshman College Junior Senior Masters Ph.D. Credits completed: Technical Credits completed: Institutes Other Credits completed: (specify) Professional licenses or certificates: FOR USE BY THE OFFICE OF HUMAN RESOURCES ONLY UPDATES: PST SCORE: EXPERIENCE:

EMPLOYMENT EXPERIENCE

List all previous employment beginning with your present or most current job listed first. Ask for an additional sheet if more space is needed. If a resume is preferred (maximum 2 pages), please ensure that the required information listed below is included. In order to properly assess your qualifications, please provide an accurate account (months, years, full time, part time) of work history. Work history may be subject to verification.

		1 29			
				Y 1947 - 20	
		A			
			* 7		
					.
Reason for Leaving	Job Title and Duties	Place of business, address, supervisor	MO/YR MO/YR Full-time	MOYR To	MO/YR From
		The same of the sa			

Please identify specific tools, equipment, or office machines you can operate (Personal Computer, Word Processor, Calculator, Power Tools, Truck, Construction Equipment):

Acquired Skills (typing, welding):_

References:

Who may we contact locally (exclude relatives and employers):

Name

Address

Occupation

Phone

As an EEO/AA Employer, New Mexico State University encourages applications from qualified minorities and women and pledges not to discriminate with respect to age, ancestry, color, disability, gender, national orgin, race, religion, sexual orientation, or veteran status.

I hereby authorize New Mexico State University to inquire as to my record with any or all of my former employers or my present employer with no liability arising thereform. I hereby guarantee the correctness of the above statements. The making of any false statement will be sufficient cause for dismissal or withdrawl of an offer of employment.

Signature

Date