

**New Mexico State University**  
 Box 30001 / MSC 3 HRS  
 Las Cruces, New Mexico 88003-8001  
 (575) 646-8000



**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.**

Name: \_\_\_\_\_ Middle \_\_\_\_\_  
 Please Print First \_\_\_\_\_ Last \_\_\_\_\_  
 Address: \_\_\_\_\_ Street \_\_\_\_\_ Number \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Home (Days) \_\_\_\_\_ Message# \_\_\_\_\_  
 Soc. Sec. No. \_\_\_\_\_

I wish to work:

days only       nights only       temporary  
 full-time       part-time (if part-time, days and hours available) \_\_\_\_\_

Date available: \_\_\_\_\_

Are you at least 16 years old?     yes     no

Are you eligible for employment in the United States?     yes     no

Are any of your relatives employed by NMSU?     yes     no

Name of Relative / Relatives \_\_\_\_\_ Department \_\_\_\_\_ Relationship \_\_\_\_\_

Are you an NMSU student?     yes    Hours enrolled \_\_\_\_\_     no

Have you ever been convicted of a felony?     yes     no    Type of felony \_\_\_\_\_ Date \_\_\_\_\_

A conviction record will not necessarily be a bar to employment. Applicant could be asked to disclose conviction record.

**EDUCATION**

School	Name and Address	Course of Study	Degree/Certificate Received	Check Last Year Completed
High School			<input type="checkbox"/> Completion of 8th grade <input type="checkbox"/> Graduation <input type="checkbox"/> GED	Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/>
College				Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D. <input type="checkbox"/> Credits completed: _____
Technical Institutes				Credits completed: _____
Other (specify)				Credits completed: _____

Professional licenses or certificates: \_\_\_\_\_

**FOR USE BY THE OFFICE OF HUMAN RESOURCES ONLY**

UPDATES:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PST SCORE:

EXPERIENCE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

