

Job title: _____
 Job # _____

New Mexico State University
 Box 30001/MSU 5272
 Las Cruces, New Mexico 88003-8001
 (505) 646-2805



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. When applying for positions requiring primary skills testing, applicants must take the appropriate test (scheduled by this office) prior to the closing date.

THE PERSONNEL OFFICE WILL ATTEMPT TO NOTIFY ONLY THOSE APPLICANTS REFERRED

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 8 th 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			Degree and date received (mo/year)	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"/>
Technical Institutes				Credits completed: _____
Other (specify)				Credits completed: _____

Professional licenses or certificates _____

FOR USE BY THE PERSONNEL OFFICE 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.**

MO/YR From	MO/YR To	Full-time or Part-time	Place of business, address, Telephone number and supervisor	Job Title and Duties	Reason for Leaving

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:

Whom 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 origin, 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 therefrom. I hereby guarantee the correctness of the above statements. The making of any false statement will be sufficient cause for dismissal or withdrawal of an offer of employment.

Signature

Date

EEO/Affirmative Action Voluntary Information

The following voluntary information is asked in order to monitor our Affirmative Action Program and to insure Equal Opportunity Employment. The information contained hereon will have no bearing upon your selection for employment at the University.

Name: _____ SSN _____ SEX _____ DATE _____

Comments: _____

Ethnicity (select one):

White (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black (not of Hispanic origin): Person having origin in any of the Black racial groups.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This area includes, for example, China, Japan, Korea, India, Pakistan, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.