



# SANDOVAL COUNTY APPLICATION FOR EMPLOYMENT

## Equal Opportunity / Reasonable Accommodation Employer

**1500 Idalia Road, Building D, P.O. Box 40, Bernalillo, NM 87004 (505) 867-7505**

[www.sandovalcountynm.gov](http://www.sandovalcountynm.gov)

*It is our policy to abide by all federal and state laws prohibiting employment discrimination. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, spousal affiliation, gender identity, ancestry, serious medical condition, veteran status or other protected characteristic except where a reasonable Bona Fide Occupational Qualification exists.*

**APPLICATIONS MUST BE FILLED OUT COMPLETELY & RETURNED DIRECTLY TO THE HUMAN RESOURCES OFFICE**  
**(Please Print)**

Position Applied for (Please provide Job Title & Job Posting Number.)	Date of Application
How Did You Learn About this Position?	
Web Page    Print Ad    Agency    Friend    Relative    Walk-In    Other	
Last Name	First Name
Middle	
Mailing Address	Number
Street	City
	State
	Zip
Telephone Number(s)	Email address:
Individuals who may require reasonable accommodation under <b>The American With Disabilities Act</b> in the application and testing process are encouraged to complete a <b>Reasonable Accommodation Form</b> available from the Human Resources Department.	

Have you ever had your Driver's License revoked or suspended? ..... Yes    No

Do you possess a Commercial Driver's License (CDL)? ..... Yes    No

State:	Class/Type:
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Are you eighteen (18) years of age or older? ..... Yes    No

Are you authorized to work in the United States? ..... Yes    No

**Federal law requires that you must be a U.S. citizen, a legal permanent resident, or an alien authorized by the United States Immigration Service to work in the U.S. You will be required to provide documented proof that you are legally allowed to work in the United States on the first day of work.**

Do you now, or have you previously worked for Sandoval County? ..... Yes    No

If YES, provide Date(s):	Position(s):
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Are you related to a Sandoval County employee or Elected Official? ..... Yes    No

If YES, list Name(s):	Relationship(s):
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Have you been employed under any other name? ..... Yes    No

*If YES, please list:*

**Application must be completed in its entirety. Resumes may be attached as supplemental information, but will not be accepted in lieu of a completed application. Indicating "See attached resume" in lieu of completing the Job Duties / Responsibilities section as required will cause your application to be rejected. Applications must be submitted directly to the Sandoval County Human Resources Office by 5:00 p.m. on the advertised closing date.**

Are you receiving retirement pension from PERA? ..... Yes No  
 (PERA = New Mexico Public Employees Retirement Association)

Are you available to work: Full Time Part Time Shift Work Temporary As Needed Basis?

### EDUCATION AND TRAINING

Do you have a High School Diploma? Or a G.E.D Certificate?	Yes	No	Highest Grade Completed _____
	Yes	No	

UNDERGRADUATE	GRADUATE
College or University	College or University
Major Field(s)	Major Field(s)
Hours Completed:	Hours Completed:
Semester                      Quarter	Semester                      Quarter
Degree(s) received:	Degree(s) received:

License/Certification Issued by:			
Field/Trade/Specialization:	License/Certificate #:	Issue Date:	Expire. Date:

IN ORDER TO ESTABLISH FULFILLMENT OF MINIMUM JOB QUALIFICATIONS AND REQUIREMENTS SUCCESSFUL CANDIDATES WILL BE REQUIRED TO PROVIDE DOCUMENTED PROOF OF REQUIRED LICENSES, CERTIFICATIONS AND REGISTRATIONS, AS WELL AS AN OFFICIAL HIGH SCHOOL DIPLOMA, G.E.D CERTIFICATE OR TRANSCRIPTS FROM AN ACCREDITED INSTITUTION TO SUPPORT LISTED EDUCATION FOR WHICH CONSIDERATION IS REQUESTED. PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES WILL ALSO BE REQUIRED IN ACCORDNACE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

<b>Describe any applicable training, skills or abilities.</b>

## EMPLOYMENT EXPERIENCE

*Start with your present or last position held. Please provide all information requested and a thorough description of job duties and responsibilities. This will assist Human Resources in determining your qualifications for the job for which you are applying.*

*Include any job-related military service assignments and volunteer work or activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.*

<b>1. Present or Last Position Held</b>	<b>JOB TITLE:</b>	
<b>Employer</b>	<b>Dates Employed</b>	
	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>
<b>Address</b>		
	<b>Full Time _____ Part time _____</b>	
	<b>If Part time, provide hours per week worked: _____</b>	
<b>Telephone Number(s)</b>	<b>Hourly Rate/Salary</b>	
	Starting	Final
Supervisor's Name:		
<b>Did you supervise?    YES    NO</b>		
<b>How Long? _____ years    _____ months</b>		
<b>Employees Supervised</b> (number and type: clerical, professional., technical, temporary):		
<b>Do you have Project Management Experience?    YES    NO</b>		
<b>Type(s) of projects</b> (IT, construction, other):		
<b>What was your reason for leaving?</b>		
<b>Job Duties / Responsibilities</b>		

## EMPLOYMENT EXPERIENCE

(Continued)

*Describe your last position held. Please provide all information requested and a thorough description of job duties and responsibilities. This will assist Human Resources in determining your qualifications for the job for which you are applying.*

*Include any job-related military service assignments and volunteer work or activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.*

<b>2. Present or Last Position Held</b>	<b>JOB TITLE:</b>	
<b>Employer</b>	<b>Dates Employed</b>	
	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>
<b>Address</b>		
	<b>Full Time _____ Part time _____</b>	
	<b>If Part time, provide hours per week worked: _____</b>	
<b>Telephone Number(s)</b>	<b>Hourly Rate/Salary</b>	
	Starting	Final
Supervisor's Name:		
<b>Did you supervise?    YES    NO</b> <b>How Long? _____ years    _____ months</b> <b>Employees Supervised</b> (number and type: clerical, professional., technical, temporary):		
<b>Do you have Project Management Experience?    YES    NO</b> <b>Type(s) of projects</b> (IT, construction, other):		
<b>What was your reason for leaving?</b>		
<b>Job Duties / Responsibilities</b>		

## EMPLOYMENT EXPERIENCE

(Continued)

*Describe a previous position held. Please provide all information requested and a thorough description of job duties and responsibilities. This will assist Human Resources in determining your qualifications for the job for which you are applying.*

*Include any job-related military service assignments and volunteer work or activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.*

<b>3. Position Held</b>	<b>JOB TITLE:</b>	
<b>Employer</b>	<b>Dates Employed</b>	
	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>
<b>Address</b>		
	<b>Full Time</b> _____ <b>Part time</b> _____	
	<b>If Part time, provide hours per week worked:</b> _____	
<b>Telephone Number(s)</b>	<b>Hourly Rate/Salary</b>	
	Starting	Final
Supervisor's Name:		
<b>Did you supervise?</b> YES    NO <b>How Long?</b> _____ years    _____ months <b>Employees Supervised</b> (number and type: clerical, professional., technical, temporary):		
<b>Do you have Project Management Experience?</b> YES    NO <b>Type(s) of projects</b> (IT, construction, other):		
<b>What was your reason for leaving?</b>		
<b>Job Duties / Responsibilities</b>		



**EMPLOYMENT EXPERIENCE**  
(Continued)

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<b>5. Position Held</b>	<b>JOB TITLE:</b>	
<b>Employer</b>	<b>Dates Employed</b>	
	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>
<b>Address</b>		
	<b>Full Time _____ Part time _____</b> <b>If Part time, provide hours per week worked: _____</b>	
<b>Telephone Number(s)</b>	<b>Hourly Rate/Salary</b>	
	Starting	Final
Supervisor's Name:		
<b>Did you supervise?</b> YES    NO	<b>How Long?</b> _____ years    _____ months	
<b>Employees Supervised</b> (number and type: clerical, professional., technical, temporary):		
<b>Do you have Project Management Experience?</b> YES    NO	<b>Type(s) of projects</b> (IT, construction, other):	
<b>What was your reason for leaving?</b>		
<b>Job Duties / Responsibilities</b>		

## EMPLOYMENT EXPERIENCE

(Continued)

*Describe a previous position held. Please provide all information requested and a thorough description of job duties and responsibilities. This will assist Human Resources in determining your qualifications for the job for which you are applying.*

*Include any job-related military service assignments and volunteer work or activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.*

<b>6. Position Held</b>	<b>JOB TITLE:</b>	
<b>Employer</b>	<b>Dates Employed</b>	
	<b>From (Month &amp; Year)</b>	<b>To (Month &amp; Year)</b>
<b>Address</b>		
	<b>Full Time</b> _____	<b>Part time</b> _____
	<b>If Part time, provide hours per week worked:</b> _____	
<b>Telephone Number(s)</b>	<b>Hourly Rate/Salary</b>	
	Starting	Final
Supervisor's Name:		
<b>Did you supervise?</b> YES    NO <b>How Long?</b> _____ years    _____ months <b>Employees Supervised</b> (number and type: clerical, professional., technical, temporary):		
<b>Do you have Project Management Experience?</b> YES    NO <b>Type(s) of projects</b> (IT, construction, other):		
<b>What was your reason for leaving?</b>		
<b>Job Duties / Responsibilities</b>		



**TO LIST ADDITIONAL EMPLOYMENT HISTORY, PLEASE REQUEST A SUPPLEMENTAL SHEET.**

List professional, trade, business or civic organizations and activities and offices held.

**ADDITIONAL INFORMATION**

**SPECIALIZED SKILLS**

*(CHECK SKILLS/EQUIPMENT OPERATED)*

Computer	Fax Machine	Multi-line Phone System	Data Entry	Spreadsheet
Excel	Internet	Access	Microsoft Word	Power Point
GIS	GPS	Web Design	Other	
Tractor/Trailer	Compactor	Grader	Loader	Tandem Truck
				Scrapper

**JOB RELATED SKILLS**

Check the appropriate boxes if you                      SPEAK    READ    WRITE

SPANISH.....

NAVAJO.....

AMERICAN INDIAN DIALECT.....                      Which Dialect? \_\_\_\_\_

OTHER.....

State any additional information you feel may be helpful to us in considering your application.

**PROFESSIONAL / WORK REFERENCES**

*This application must be filled out completely including references. Do not use friends or relatives as references.*

1. \_\_\_\_\_ Phone # \_\_\_\_\_

Name

Address

2. \_\_\_\_\_ Phone # \_\_\_\_\_

Name

Address

3. \_\_\_\_\_ Phone # \_\_\_\_\_

Name

Address

# Sandoval County

## APPLICANT'S CERTIFICATION & ACKNOWLEDGEMENT

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE YOU SIGN & SUBMIT APPLICATION.**

*I hereby certify that the information contained in this application is correct and complete to the best of my knowledge. I understand that knowingly making a false statement or omission in this application or in any supplemental information or document I submit for consideration may be deemed sufficient cause for rejection of this application or dismissal after employment.*

*I understand that all job offers are contingent upon satisfactory completion of any and all pre-employment testing or screening, which Sandoval County may require, including reference and background checks, medical examinations, physical agility tests and alcohol and drug screening.*

*I understand that, if hired, I will be required to provide documented proof of authorization to work in the United States through completion of a Form I-9 as required by federal law, as well as proof of required licenses, certifications, registrations and transcripts to support listed education, licensure or certification for which consideration is requested to establish fulfillment of minimum job qualifications.*

*If I am employed by Sandoval County, I agree to comply with all applicable federal, state and County rules, regulations, policies and procedures now in existence or later adopted. I understand that rules, regulations, policies and procedures may be amended at any time, with or without notice, and with or without negotiation (except as otherwise provided by a collective bargaining agreement, if applicable). I understand that I must immediately disclose any conflict or potential conflict of interest to Sandoval County when such conflict arises.*

*I understand and agree that, if hired into a classified position, I am required to serve a trial probationary period of three hundred sixty five (365) calendar days during which I will be an "at will" employee and subject to termination for any or no reason, at any time, and with or without notice as deemed by the County to be in its best interests, as long as it is not for any reason prohibited by law. Notwithstanding the expiration of three hundred sixty five (365) days, I will continue in probationary status until the Division Director or Elected Official certifies in writing that I have successfully completed probation in accordance with Sandoval County Personnel Rules & Regulations. I understand that if I am discharged during the probationary (trial) period, my eligibility for re-employment with Sandoval County will be subject to eligibility requirements as defined in the Personnel Rules & Regulations that are in force at the time of application.*

*I understand that Sandoval County makes no promise of permanent or continued employment. I understand that all positions are subject to elimination through the budget process, and I further understand that if I become a classified employee I am subject to disciplinary action up to and including dismissal for violations of Federal, State and County rules and regulations currently in force at the time.*

*I understand and agree that if I am hired into an unclassified or temporary position I will be an "at-will" employee and as such, will be subject to termination for any or no reason, at any time, and with or without notice as deemed by the County to be in its best interests, as long as it is not for any reason prohibited by law.*

*I understand that no interviewer, hiring supervisor, human resources employee or other representative of Sandoval County other than the County Manager has any authority to promise specific compensation or condition of employment or enter into any agreement for employment for any specified period of time.*

*By my signature below, I hereby certify my application for employment and acknowledge my understanding and acceptance of the conditions of employment stated above.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name (Please Print) \_\_\_\_\_



# Sandoval County

## APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

*I hereby authorize Sandoval County to obtain any and all information necessary to validate / authenticate my work record, driving record, educational records, criminal background and personal and/or professional references, as it deems necessary to process my application for employment. I authorize Sandoval County to obtain information necessary for consideration of my application for employment from current or former employers and/or listed individuals or organizations.*

*I understand that the information released is for official use by Sandoval County and that it is utilized only in determining my suitability for employment.*

*I understand that the execution of this release is voluntary. However, if Sandoval County is unable to secure the requested information, I understand that my application for employment may not continue to be processed.*

*I have read and understand the above statement.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

*(Print)*

Job applied for \_\_\_\_\_

Job Posting Number \_\_\_\_\_

<b>Job Post #</b>	
<b>Hire Date:</b>	
<b>Term:</b>	

# Sandoval County

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) SELF-IDENTIFICATION FORM

Sandoval County provides equal employment opportunity to all employees and applicants for employment without regard without regard to race, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability, or other protected characteristic in accordance with applicable State and Federal law.

Sandoval County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites applicants and employees to voluntarily self-identify their race/ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

If an employee declines to self-identify race/ethnicity, the federal government requires Employers to determine this information by relying on visual identification and/or other available post-employment records.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the categories identified below; data will not identify any specific individual. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

**THIS FORM WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT.**

Name (Last, First, MI): \_\_\_\_\_

Position(s) for which you are applying \_\_\_\_\_

Gender:  Female  Male

What is your race/ethnicity? Please mark the **one** box that describes the race/ethnicity category with which you primarily identify.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**If you did not check “Hispanic or Latino” above, please select one of the categories below:**

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino).** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

**Decline self-identification.**



HRD.26- 2015

## Sandoval County CERTIFICATION OF VETERAN'S STATUS

**TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION**

*The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.*

*A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.*

NAME (Please print): \_\_\_\_\_ JOB REQ # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

I AM APPLYING FOR (Position Title): \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

*Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.*

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**