

# EMPLOYMENT APPLICATION



135 Capitol Square Drive  
Zia Pueblo NM, 87053-6013  
Telephone: 505-867-3304 (Ext. 249)

## Disclaimer

I understand that this application must be filled out clearly and completely, and if I fail to complete the application as instructed, it will not be considered for the employment process. Positions that require a degree will be requested along with transcripts and resume.

## Applicant Information

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First M.I.*

**Contact No.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street/Apt. # City/State ZIP Code*

**Position applying for:** \_\_\_\_\_

**Desired Salary:** \_\_\_\_\_ **Available Start Date:** \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for Zia Pueblo? YES  NO  If yes, when? \_\_\_\_\_

Do you have a valid Driver's license? YES  NO  If no, explain: \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, explain: *Separate document can be submitted.*

## Education

**High School:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

**College:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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## References

*Please list three (3) professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## Previous Employment (List most recent employment first)

1. Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If no, reason why: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  \_\_\_\_\_  
\_\_\_\_\_

2. Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If no, reason why: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  \_\_\_\_\_  
\_\_\_\_\_

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3. Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If no, reason why: \_\_\_\_\_  
\_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Skills:** Please list any skills you have that are appropriate for the position applied for:

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

## Disclaimer and Signature

**READ CAREFULLY:** I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I understand that this application is does not guarantee employment with Zia Pueblo. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

### APPLICANT SIGNATURE

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

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