



EMPLOYMENT APPLICATION

SHC-NM is an affirmative action, equal opportunity employer. It is the policy of Supportive Housing Coalition of New Mexico not to discriminate against any person on the basis of race, creed, religion, sex, sexual orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance or any other protected status. Please complete all sections unless otherwise instructed. **Please type or print your responses.**

PERSONAL DATA

Name: _____ Date: _____
Last First MI

Street Address City State Zip

Phone Number(s): _____ E-mail address: _____

Have you ever worked for SHC-NM? Yes No If Yes: Dates of Employment: _____

Name worked under if different than above: _____

TELL US ABOUT YOUR INTEREST IN SHC-NM

Position Desired: _____ Date Available to Start: _____

Are you available to work: Days Evenings Overnights Weekends

Are you interested in a particular SHC-NM location? Yes No

Tell us which location/s you are interested in?

How were you referred to Supportive Housing Coalition of New Mexico?

- SHC-NM Website
- Newspaper (specify) _____
- Internet job search (specify) _____
- SHC-NM Employee Referral (Name) _____



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EMPLOYMENT INFORMATION

Please provide your complete full-time/part-time employment record. Start with your present or most recent employer and provide a minimum of 10 years' experience or your total work history (You must fill in this application completely – "see resume" will not be accepted) Failure to thoroughly complete this section may delay processing, if you need additional space, please attach separate sheet.

Employer: _____ Ending Wage/Salary: _____

Address: _____ Phone: _____

City, State, Zip: _____

Job Title/Primary Duties: _____

Reason for Leaving: _____

Employment Period: From: month/year _____ To: month/year _____ Full-Time Part-Time

Supervisor Name: _____ May we contact? Yes No

Employer: _____ Ending Wage/Salary: _____

Address: _____ Phone: _____

City, State, Zip: _____

Job Title/Primary Duties: _____

Reason for Leaving: _____

Employment Period: From: month/year _____ To: month/year _____ Full-Time Part-Time

Supervisor Name: _____ May we contact? Yes No

Employer: _____ Ending Wage/Salary: _____

Address: _____ Phone: _____

City, State, Zip: _____

Job Title/Primary Duties: _____

Reason for Leaving: _____

Employment Period: From: month/year _____ To: month/year _____ Full-Time Part-Time

Supervisor Name: _____ May we contact? Yes No

Employer: _____ Ending Wage/Salary: _____

Address: _____ Phone: _____

City, State, Zip: _____

Job Title/Primary Duties: _____

Reason for Leaving: _____

Employment Period: From: month/year _____ To: month/year _____ Full-Time Part-Time

Supervisor Name: _____ May we contact? Yes No



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EDUCATION

High School:

Name: _____ Did you graduate? ___Yes ___No

City, State: _____ Years Completed: _____

Vocational/Technical:

Name: _____ Did you graduate? ___Yes ___No

City, State: _____ Years Completed: _____

College/University:

Name: _____ Did you graduate? ___Yes ___No

City, State: _____ Years Completed: _____

Course of Study: _____

Other:

Name: _____ Did you graduate? ___Yes ___No

City, State: _____ Years Completed: _____

Course of Study: _____

Professional Certifications:

_____ Current/Valid? ___Yes ___No

_____ Current/Valid? ___Yes ___No

_____ Current/Valid? ___Yes ___No

PROFESSIONAL REFERENCES

Please list three professional references (NOT RELATED TO YOU) *that are in a position to evaluate your training, experience, and capabilities*. If you have not previously been employed, list references who can provide this information, e.g. teachers, case managers, etc.

Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____

Relationship to you: _____ Years Known: _____



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PROFESSIONAL REFERENCES (CONT.)

Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____

Relationship to you: _____ Years Known: _____

Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Email: _____

City, State, Zip: _____

Relationship to you: _____ Years Known: _____

PLEASE READ CAREFULLY AND SIGN BELOW

- To the best of my knowledge, the information in this application is accurate and true.
- I understand that misrepresentation or omission of facts in my application or interview(s) may be sufficient cause for immediate dismissal whenever discovered.
- I hereby authorize any person(s), except as provided above, to furnish any and all information, including personal character, habits, work record, and skills or any other pertinent information, no civil action may be made against an employer by an employee or former employee for the disclosure of certain information about the employee to a prospective employer or employment agency unless the employee or former employee demonstrates by clear and convincing evidence (1) the information was false and defamatory; and (2) the employer knew or should have known the information was false and acted with malicious intent to injure the current or former employee.
- I understand that Supportive Housing Coalition of New Mexico makes no promise or agreement to employ me for a certain period of time. If I am employed, Supportive Housing Coalition of New Mexico may terminate my employment at any time with or without cause, for any lawful purpose. Also, any Supportive Housing Coalition of New Mexico employee is free to terminate his or her employment at any time.

Print Name: _____ Date: _____

Signature: _____

CRIMINAL BACKGROUND INVESTIGATION

There are several categories of criminal offense which may disqualify applicants from employment. If a job offer is made, we will conduct a criminal background check. Employment, or continued employment, is based upon the results of this investigation. **Please note: A criminal background does not necessarily exclude you from employment!** If you have questions about your eligibility for employment, as it relates to your criminal background history, you may contact Human Resources anonymously at (505) 255-3643.