



# EMPLOYMENT APPLICATION

SHC 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

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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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# EMPLOYMENT APPLICATION

## PROFESSIONAL REFERENCES (CONT.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Years Known: \_\_\_\_\_

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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.