



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SF, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed. Please type or print. Read the recruitment announcement carefully for the position which you are applying. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. When completing Employment History section, begin with current or most recent job or volunteer experience. If more than one position has been held with the same employer, list each separately. Under "duties" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

- Resumes are not accepted in lieu of the application.
- We only accept applications for current job openings.
- If high school diploma or GED, college education or any other licenses or certifications are required, a copy must be submitted.
- Each position you apply for requires a separate application
- All applications must be received by the Human Resources Division no later than 5:00 pm on the listed closing date.

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, or political affiliation.

Position Title	Job Number
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PERSONAL INFORMATION

Name - Last	First	Initial	Home Phone
Street Address			Business or Message Phone
City	State	Zip	Please list any different name you have used for school or employment
Email Address			
Do you have a valid driver's license?: Class A B C D Other <u>State issued in</u> <u>Number</u> <u>Expiration</u> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Only U.S. citizens or aliens who have legal right to work in the U.S. are eligible for employment. Can you, upon employment provide legitimate documentation establishing your identity and eligibility to be legally employed in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Have you previously worked, or do you now work, for Santa Fe County? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide dates below	
Does Santa Fe County employ any relative(s) of yours? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide name and relationship below	
Name:	Name:
Relationship:	Relationship:
How did you find out about this position?	
Newspaper: <input type="checkbox"/> Please specify which newspaper	
Internet: <input type="checkbox"/> Word of mouth: <input type="checkbox"/> Santa Fe County Employee: <input type="checkbox"/>	
If you checked Santa Fe County employee, please provide the employee's name below.	
Santa Fe County Employee's Name:	Other:

EDUCATION AND TRAINING

1. License/Certificate issued by:				High School Graduate/GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please attach copy of high school diploma or college transcripts)
Field/Trade Specialization	Number	Date Issued	Exp. Date	UNDERGRADUATE
				School(s)
				Major Field(s)
				Degree Earned Date of Degree
2. License/Certificate issued by:				GRADUATE
				School(s)
Field/Trade Specialization	Number	Date Issued	Exp. Date	Major Field(s)
				Degree Earned Date of Degree

EMPLOYMENT HISTORY

1	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street City State				Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay \$
		Hours per week:		
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
Reason for Leaving:				
OFFICIAL USE ONLY			YEARS	MONTHS

2	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)
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Employer's Address		Street	City	State	Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay \$	
		Hours per week:			
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address		
#	From (Mo/Yr)	To (Mo/Yr)			
Duties:					
Reason for Leaving:					
OFFICIAL USE ONLY			YEARS	MONTHS	

3	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)	
Employer's Address		Street	City	State	Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay \$	
		Hours per week:			
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address		
#	From (Mo/Yr)	To (Mo/Yr)			
Duties:					
Reason for Leaving:					
OFFICIAL USE ONLY			YEARS	MONTHS	
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

IF NO, PLEASE EXPLAIN:

REFERENCES

List three professional references (other than relatives) that you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1.			
2.			
3.			

SIGNATURE - Please read before signing

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation, falsification or omission, my application will be rejected, I may be dismissed if employed and my name removed from consideration for employment. I hereby authorize Santa Fe County to investigate the information contained herein, regardless of when or how discovered, and contact those previous employers I have approved.

I have attached proof of education to include high school diploma or GED certificate, college degree and any other licenses or certifications.

Sign Here in Ink

Date

FOR USE BY HUMAN RESOURCES OFFICE USE ONLY

Experience: _____

Education: _____

Comments: _____

ACCEPTED

REJECTED

Staff: _____

Date: _____

CONTINUATION SHEET FOR EMPLOYMENT HISTORY

4	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street City State				Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay \$	
		Hours per week:		
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
Reason for Leaving:				
OFFICIAL USE ONLY			YEARS	MONTHS

5	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address Street City State				Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay \$	
		Hours per week:		
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
Reason for Leaving:				
OFFICIAL USE ONLY			YEARS	MONTHS

VOLUNTARY INFORMATION

AFFIRMATIVE ACTION FORM

Santa Fe County is a government agency that complies with all government regulations and affirmative action responsibilities. This form is to assist the Santa Fe County HR with government record keeping, reporting, and other legal requirements. This form is voluntary and the information will not affect any consideration you may receive for employment or later advancement in employment. We appreciate your cooperation.

6	Sex:	<input type="checkbox"/>	<input type="checkbox"/>	Veteran:	<input type="checkbox"/>
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Non-Veteran:
Race/Ethnicity:					
<input type="checkbox"/> Hispanic or Latino					
<input type="checkbox"/> White					
<input type="checkbox"/> Black or African American					
<input type="checkbox"/> Pacific Islander					
<input type="checkbox"/> Asian					
<input type="checkbox"/> American Indian or Alaska Native					
<input type="checkbox"/> Two or More Races					

PRE-EMPLOYMENT INQUIRY AUTHORIZATION RELEASE

In connection with my application for employment, I understand and agree that background inquiries may be requested by Santa Fe County pertaining to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that Santa Fe County may request information from various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, and other past experiences. I also release and hold harmless all of my previous employers and Santa Fe County from any liability that may potentially result from the release or use of such information.

I acknowledge that a facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities.

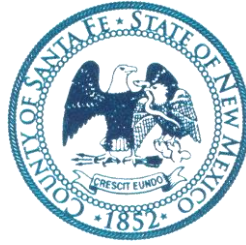
The following information is my complete and legal name, and all information is true and correct to the best of my knowledge.

Last Name	First Name	Middle Name
Applicant's Signature	Driver's License Number and State	
Social Security Number	Date of Birth	

Daniel “Danny” Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

SANTA FE COUNTY VETERANS HIRING INITIATIVE

In accordance with Santa Fe County Resolution 2013-97, Santa Fe County supports providing Veterans with opportunities to obtain County employment by enhancing the recruitment of Veterans and promoting employment opportunities for Veterans under the “Veterans Hiring Initiative.”

To be eligible applicants must have received an Honorable Discharge from the armed forces of the United States, and for National Guard Members they must have an Honorable Discharge if they have completed their military service obligation, or provide documentation of having successfully completed basic training and being currently assigned to an active National Guard unit. Applicants must provide the Human Resources Division with supporting documentation to validate the previously mentioned requirements prior to the closing date of the recruitment for which they have applied.

Should you have any questions regarding the application process please feel free to contact (505) 992-9880.