

# Employment Application

# Las Clinicas del Norte

## AN EQUAL OPPORTUNITY EMPLOYER

P.O. Box 237 El Rito NM 87530

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resource Department at 575-581-4728.

**You must fully and accurately complete this Application for Employment. Incomplete applications will not be considered.**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_  
*LAST FIRST MIDDLE*

Mailing Address \_\_\_\_\_  
*ADDRESS CITY STATE ZIP CODE*

Telephone \_\_\_\_\_ Mobile/Beeper/Other Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No Date available for Work \_\_\_\_\_

Have you been convicted of a crime in the last seven (7) years? Yes No If yes, please explain \_\_\_\_\_

**Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying**

If you are under age 16, can you furnish a work permit? Yes No If No, please explain \_\_\_\_\_

Have you ever been employed here before? Yes No If Yes, please give dates of employment \_\_\_\_\_

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Are you able to meet the attendance requirements of the position? Yes No

Driver's License Number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Employment History (Most Recent Employer First)

**Which of these Employers can we contact for a reference regarding your job performance?** \_\_\_\_\_

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
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REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

## Skills and Qualifications

Summarize your training, skills, licenses, and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying \_\_\_\_\_

## Educational Background IF JOB-RELATED

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER (Trade School)				

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHINGS SUCH INFORMATION.

THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION FOR EMPLOYMENT WILL BE INACTIVE AFTER NINETY 90 DAYS. IF YOU WANT TO BE CONSIDERED AFTER THAT TIME, YOU MUST COMPLETE A NEW APPLICATION FOR EMPLOYMENT.

IN CONSIDERATION OF MY EMPLOYMENT, IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF LAS CLINICAS DEL NORTE AND MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR MYSELF. I UNDERSTAND THAT NO REPRESENTATIVE OF LAS CLINICAS DEL NORTE, OTHER THAN THE EXECUTIVE DIRECTOR OR A PERSON SPECIFICALLY DESIGNATED BY THE EXECUTIVE DIRECTOR, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY ARRANGEMENTS CONTRARY TO THE FOREGOING.

I UNDERSTAND THAT LAS CLINICAS DEL NORTE WILL NOT REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND OF THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

# LAS CLINICAS DEL NORTE

## Reference Release Form

Applicant name: \_\_\_\_\_

Former employer: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Dates employed: \_\_\_\_\_

The above named applicant is being considered for employment with Las Clinicas del Norte and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please return this form to us in the enclosed, self-addressed, stamped envelope. Thank you for your assistance.

### Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence. I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT DO NOT FILL OUT BELOW LINE

#### FOR OFFICE USE ONLY

#### Record of Employment

Position held: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Summary of essential duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Salary at termination: \_\_\_\_\_ Eligible for rehire?  Yes  No

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

