



1501 N. Grimes  
PO Box 10  
Hobbs, NM 88241

(575) 397-2411

# Application for Employment

Position applying for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

***WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP***

## **APPLICANT'S STATEMENT**

I understand that this application will be given consideration, but it is not a promise of employment.

I understand that if hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and the Company has the same right.

I understand that the Company reserves the right to require me to submit to a medical examination, including a drug/alcohol test, to the extent permitted by law, after a conditional offer of employment and at any time during my employment if I am hired.

I understand that the Company reserves the right to require me to submit to a polygraph examination, to the extent permitted by law, prior to employment and at any time during my employment if I am hired.

I understand that the Company may investigate my driving record, credit record, and my criminal record, to the extent permitted by law. I further understand that the Company may contact my previous employers, and I authorize and release those employers to disclose to the Company all records pertinent to my employment with them.

I hereby state that all the information that I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

## **PERSONAL DATA**

Name (Print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you resided there? \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you resided there? \_\_\_\_\_

Telephone Number \_\_\_\_\_ Are you 18 or over? ☐ Yes ☐ No

Have you ever worked for this company before? ☐ Yes ☐ No If yes, give dates \_\_\_\_\_

Do you have a valid driver's license? ☐ Yes ☐ No

State \_\_\_\_\_ License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_



**EDUCATION**

	Institution Name	Years Completed	Field of Study	Graduate or Degree
Elementary	_____	_____	_____	_____
High School	_____	_____	_____	_____
College/Univ.	_____	_____	_____	_____
Bus./Tech.	_____	_____	_____	_____
Additional	_____	_____	_____	_____

**MILITARY**Are you a veteran? ☐ Yes ☐ No

Duty/specialized training: \_\_\_\_\_

**RECORD OF PREVIOUS EMPLOYMENT**

Present or Last Employer \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Worked Performed \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_

Present or Last Employer \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Worked Performed \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_

Present or Last Employer \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Worked Performed \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_

Present or Last Employer \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Worked Performed \_\_\_\_\_  
Supervisor(s) \_\_\_\_\_

Have you ever been terminated or asked to resign? ☐ Yes ☐ No If yes, please explain circumstances: \_\_\_\_\_

Please explain any gaps in your employment history: \_\_\_\_\_

### **REFERENCES**

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

### **GENERAL INFORMATION**

Please indicate actual experience in any of the following positions:

- |                                       |                                      |   |
|---------------------------------------|--------------------------------------|---|
| <input type="radio"/> Service Writer  | <input type="radio"/> Painter        | <input type="radio"/> Accounts Receivable |
| <input type="radio"/> Machinist       | <input type="radio"/> Porter         | <input type="radio"/> Accounts Payable    |
| <input type="radio"/> Mechanic        | <input type="radio"/> Janitor        | <input type="radio"/> Clerk               |
| <input type="radio"/> Mechanic Helper | <input type="radio"/> Parts Clerk    | <input type="radio"/> Receptionist        |
| <input type="radio"/> Welder          | <input type="radio"/> Parts Delivery | <input type="radio"/> Secretary           |
| <input type="radio"/> Welder Helper   | <input type="radio"/> Truck Sales    | <input type="radio"/> Other               |

If other please explain/list: \_\_\_\_\_

Please list any Certifications you may have: \_\_\_\_\_

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

*Thank you for your interest in joining our company!*