



## Application for Employment

The City of Socorro is an Equal Opportunity Employer.

Employees of the City and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the Human Resources department.

**APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**

Date: \_\_\_\_\_

Name:	Position you are applying for:
Address, City, State, Zip:	Contact Number:
Email Address:	Second Contact Number:
Social Security Number:	Are you at least 18 years of Age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Expectations: \$	Position Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Date of Availability:	Have you ever applied for the City of Socorro? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to accept employment, which requires you to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Prior Application: _____ N/A <input type="checkbox"/>
Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If offered employment, can you provide documentation for your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any relatives or in-laws currently employed with the City of Socorro? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the following: Name: _____ Relationship: _____

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodations? ☐ Yes ☐ No

Have you ever been convicted or pled guilty or no contest to, or entered into a pretrial diversion or other deferral program for a crime (felony or misdemeanor) other than a minor traffic violation?

(Note: Convictions for reckless driving and DUI are not considered minor traffic violations.) ☐ Yes ☐ No

If yes or unsure, explain.

(Not all convictions will bar employment. Each case will be reviewed on its own merit.)

## Education

Do you have a high school diploma or a high school equivalency? ☐ Yes ☐ No

Please list the number of years of College or Vocational education you have acquired:

University or Institution:	Major or Specialty:	Hours Completed:	Degree Received:

Please list anticipated dates of completion for degree or educational program.

Degree or Educational Program:

Anticipated Date of Completion:

**Professional References** (Do not list family or friends)

Name:	Professional Relationship:	Contact Number:
Name:	Professional Relationship:	Contact Number:
Name:	Professional Relationship:	Contact Number:

**Experience**

Please list all paid, military, and voluntary experiences. Please start with the most recent employment.			
May we contact your present Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Telephone:	Position:	Dates Employed:
Address:	Supervisor:	Duties:	Reason for Leaving:
Employer:	Telephone:	Position:	Dates Employed:
Address:	Supervisor:	Duties:	Reason for Leaving:
Employer:	Telephone:	Position:	Dates Employed:
Address:	Supervisor:	Duties:	Reason for Leaving:

**Electronic Signatures:** Electronically produced and/or reproduced signatures will be treated as originals.

**Certificate & Release of Liability**

I hereby certify that the information I have provided on this application and its attachments is true and correct to the best of my knowledge and that no attempt has been made by me to conceal any pertinent information. I understand that any error or omission of information may constitute grounds for denial of employment or subject me to termination at any time during my employment.

Any applicant who knowingly falsifies his or her application will be ineligible to apply for any city position for a period of two years from the date the falsified application was submitted. Additionally, the applicant's name will be removed from any eligible list on which it currently appears.

Unless otherwise noted on this application, I authorize my previous employers, references, and other persons or institutions noted on this application to provide the City of Socorro with any information they may have regarding me, including but not limited to employment history, including salary information. I agree to hold harmless the City of Socorro and their agents, associates and employees and all persons supplying the information to the City and their agents, associates and employees, for any and all liabilities arising out of their investigation of my application for employment.

I understand that my application is being considered only for the specific position for which I have applied, and that my application will remain active for no more than a year, three hundred and sixty five days. If I am not hired for this position and subsequently become interested in any future job opportunities that may become available, I understand that I will need to reapply.

I further agree that, if hired, I will be required to comply with all rules, policies, and regulations of the City of Socorro, I understand that the City's benefits, rules, policies and regulations may be changed, modified, deleted or supplemented by the City at any time.

No oral or other representations made regardless of who makes them, shall be effective to modify these terms and conditions so as to create any agreement of employment, either expressed or implied. I agree that I am not guaranteed any term of employment for any specified period of time or contrary to the terms and conditions stated herein.

A photocopy of this authorization shall have full force and effect of the original.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Authorization

I specifically authorize the City of Socorro to investigate my background, including but not limited to any and all references, interviews with third parties, family members, friends, neighbors, business associates and financial sources, available criminal and other judicial records, and my credit record where applicable to the position(s) for which I am applying and consistent with applicable law. Further, I understand that a consumer investigative report may be made to obtain information about my education, character, or reputation. As required by the Fair Credit Reporting Act (15 USC Section 1681, et seq.), I understand that I will be notified if such an investigative report is made and I will have the right to make a written request within a reasonable period of time for a complete disclosure of information concerning the nature and scope the investigation.

Do you have a valid driver's license? ☐ Yes ☐ No If "yes," list State and License# : \_\_\_\_\_

If "no," do you have a valid State ID card? ☐ Yes ☐ No If "yes," list State and ID# : \_\_\_\_\_

As noted above, the City may use your credit history as hiring criteria. The city uses a credit bureau as the source for this information. In the event that you become a final candidate for a position and we obtain your credit history, the law requires us to provide you with a copy, if you so desire. Please indicate if you would like a copy.

☐ No, I do not want to receive a copy of my credit history report.

☐ Yes, I would like a copy of my credit history report as provided by the credit bureau, if it is requested.

If I have questions about the credit report, I understand that I must contact the credit bureau directly for information or to make any changes. I further understand the City of Socorro is not required to explain in detail my credit history or how any investigative

report is used in the employment process. This authorization, in the original or copy form, shall be valid for this and any future reports that may be requested. I understand that my employment is conditioned to the approval by the City of Socorro of the results of these investigations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Consent & Authorization: Pre-Employment Drug Screening

The City of Socorro has adopted a drug-free workplace policy. The City requires all final external applicants to submit to a urinalysis for drugs and drug metabolic. The urinalysis will be conducted by an authorized testing facility, and you must authorize the release of the urinalysis report result to the City. These results will be used solely to evaluate your eligibility for employment with the City and will be kept confidential.

Refusal to sign this authorization or to submit to the urinalysis will render you ineligible for further employment consideration.

I, the undersigned have read and understand this consent and hereby authorize the release of the results of the urinalysis to the City of Socorro for the above stated purposes. I further understand that my employment is contingent upon the receipt of a negative (i.e. free of illegal or unlawful drug use) drug result. I will be provided a copy of this consent and release upon request.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Authorization to Review Credit Report

This is to notify you that the City of Socorro will be obtaining a copy of your consumer credit report from one or more credit reporting agencies.

I, authorize the City of Socorro to obtain a copy of my consumer credit report from one or more credit reporting agencies.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Notification and Authorization to Conduct Background Investigation

I authorize the City of Socorro and its agents to investigate my background in connection with my application for employment and/or volunteer service. I understand that this investigation may include, but may not be limited to, my personal history, employment history, driving record, educational background, and any military or criminal records. I release the City of Socorro, all former and current employers, educational institutions and other persons or agencies providing information about me from all liability for damages arising from the furnishing of such information. This authorization, in original and copy form shall be valid for this and any further reports and updates that may be requested.

Full Name :	Previous Names/Dates:
Current Address:	Contact Number:
Driver License No and/or State ID#:	Name of Driver License and/or State ID:
Social Security Number:	
List all address from the past 7 years:	Dates at the addresses:
1.	
2.	
3.	

**\*Notice: You have the right to disclosure of the nature and scope of the investigation by making a written request to the City of Socorro pursuant to the open records act.**

_____	_____	_____
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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**Employment At Will**

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Employment with the City of Socorro is “at will” meaning that employment is not for a fixed or definite period. The City of Socorro can terminate employment with any employee at any time, with or without notice and with or without cause. Anyone employed with the City of Socorro also has the same right to terminate employment at any time, with or without notice and with or without cause.

**SUBMISSION OF THE FOLLOWING INFORMATION IS VOLUNTARY**

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**Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.**

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Position Applied for:

Date of Birth:

Please check the block for the racial or ethnic group which you identify:

- ☐ White (includes Arabian)
- ☐ Black (includes Jamaican, Bahamians and other Caribbean of African descent)
- ☐ Hispanic (includes Mexican, Puerto Rican, Central or South American or other Spanish Origin)
- ☐ Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)
- ☐ American Indians (includes Alaskans)

Please check the appropriate block: ☐ Male ☐ Female

How did you find out about the employment opportunity? Please specify: