



# Application for Employment

Eastern New Mexico University is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Affirmative Action Officer, ENMU Station 21, 1500 S. Ave. K, Portales, NM 88130. The University will endeavor to maintain the confidentiality of the information contained in this application.

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(Type or print all information in ink)

Position Applying For: \_\_\_\_\_ Department: \_\_\_\_\_

## Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Home phone: \_\_\_\_\_ Contact phone: \_\_\_\_\_ When can you begin work? \_\_\_\_\_

Have you ever worked for ENMU before?  Yes  No

If yes, provide job title, department and dates of employment:

Job title: \_\_\_\_\_ Department: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Are you currently working for ENMU?  Yes  No

If yes, provide job title, department and date hired:

Job title: \_\_\_\_\_ Department: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If you are not a citizen of the United States, do you have the legal right to work in the United States?  Yes  No

If you are not a citizen, but have answered

yes above, please provide your visa or work number: \_\_\_\_\_

Have you ever been convicted, after age 18, of a felony?  Yes  No

If yes, please explain, on the Pre-Employment Conviction Information Form (obtain from Human Resources).

Do you have any relatives who presently work at ENMU?  Yes  No

If yes, provide name(s) and relationship(s):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you applying for a job that requires a driver's license?  Yes  No

If yes, complete:

License number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

## Educational History

Name and Location of Last High School: \_\_\_\_\_  
School name City State

Circle Last Grade Completed in Elementary or High School: 1 2 3 4 5 6 7 8 9 10 11 12 GED

Name and Location of College/University	Dates Attended From/To	No. of Credit Hours Completed	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	GPA	Type of Degree Earned	Curriculum Major/Minor
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other Training (Military, Trade, Night and/or Correspondence):			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you taken any courses or attended any seminars that may relate to the job for which you are applying?  Yes  No

If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

## Other Important Information

Specify below equipment (relevant to the position) you can use and years of experience in each category (i.e. personal computer, mower, etc.):

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Specify other equipment you can operate and years of experience: \_\_\_\_\_

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List professional organizations, affiliations and/or honors: \_\_\_\_\_

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## Record of Employment (This section must be completed even if a resume is attached.)

Fill in completely — beginning with present or most recent position (Include military, volunteer work, etc.)

**Name of Present or Last Employer:** \_\_\_\_\_

Employer address (city and state): \_\_\_\_\_  
City State

Business type: \_\_\_\_\_ Full-time (No. if hrs./week): \_\_\_\_\_ Part-time (No. hrs./week): \_\_\_\_\_

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_ Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ May We Contact?  Yes  No

Second reference: \_\_\_\_\_ Phone: \_\_\_\_\_ May We Contact?  Yes  No

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

Description of work and responsibilities: \_\_\_\_\_

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**Name of Employer:** \_\_\_\_\_

Employer address (city and state): \_\_\_\_\_  
City State

Business type: \_\_\_\_\_ Full-time (No. of hrs./week): \_\_\_\_\_ Part-time (No. of hrs./week): \_\_\_\_\_

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_ Starting pay: \_\_\_\_\_ Ending pay: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ May we contact?  Yes  No

Second reference: \_\_\_\_\_ Phone: \_\_\_\_\_ May we contact?  Yes  No

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

Description of work and responsibilities: \_\_\_\_\_

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# Investigation Permission Form

Personnel Services • ENMU Station 21 • 1500 S Ave K • Portales, NM 88130  
Phone: 575-562-2115 • Fax: 575-562-4304

I, \_\_\_\_\_, acknowledge that I have been advised and reviewed materials that an employment related consumer report may be made in connection with my application for employment with Eastern New Mexico University-Portales and/or in connection with any periods of employment, should I be considered for employment by ENMU-Portales. Such consumer report may be an investigative consumer report that may contain information as to my character, work habits (including reasons for termination from past employment), general reputation, personal characteristics and mode of living. This information may be obtained through personal interviews with neighbors, friends, associates, or others with whom I am acquainted or who may have knowledge concerning such information. I authorize ENMU-Portales to make whatever inquiries it deems necessary in connection with my application for employment or in the course of review for any employment. I authorize all persons, schools, companies, corporations, credit bureaus, department of motor vehicles and law enforcement agencies to supply information concerning my background to ENMU-Portales or Human HR Screening Services. I release ENMU-Portales or HR Screening Services concerning me, from all liability or any damages on account of inquiry into and the furnishing of said information. (Year of birth may be required to access some criminal records information. It may be necessary for HR Screening Services to contact an applicant and obtain the actual year of birth. The year of birth will only be used for this purpose and will not be divulged to ENMU-Portales.)

A photocopy of this authorization shall be deemed an original and shall be accepted as such by every person. I understand I have the right to request a copy of any report at no charge by writing to HR Screening Services within 60 days. As per the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer-reporting agency such as HR Screening Services.

**Please print the following information clearly:**

\_\_\_\_\_  
Last name First name Middle initial Date of birth

\_\_\_\_\_  
Street address City State Zip

**If your former employment, education or reference may be under a name other than stated above, please indicate below:**

\_\_\_\_\_

**May we contact your present employer?**  Yes  No

\_\_\_\_\_  
Social Security Number Driver's license number and state

\_\_\_\_\_  
Signature Date



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# Confidential Data Survey

Dear Applicant:

Thank you for your application for employment at Eastern New Mexico University. State and federal regulations require this institution to compile information concerning race and gender.

To assist us in complying with these requirements and our advertising efforts, we ask that you complete and return this Confidential Data Survey. Submission of the requested information is voluntary and anonymous and will have no bearing on your employment opportunity.

Thank you for your cooperation.

## Employee Information

**Position applied for:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Sex:**     Male             Female

**Race/Ethnic Heritage:** (choose the one category with which you most clearly identify)

- American Indian/Alaskan Native
- Black (not Hispanic origin)
- White (not Hispanic origin)
- Asian
- Hispanic

**How did you discover this employment opportunity? Check one:**

- Professional Journal
- Oral Communication
- Announcement
- Local Employment Agency
- Chronicle of Higher Education
- Internet
- Other: \_\_\_\_\_

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