



www.LRGauthority.org

# LOWER RIO GRANDE

## Public Water Works Authority

PO Box 2646 Anthony, New Mexico 88021 (575) 233-5742

### APPLICATION FOR EMPLOYMENT EQUAL OPPORTUNITY EMPLOYER

#### Personal Information

#### Date

NAME (LAST NAME, FIRST)		SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

#### Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THE LRGPWWA BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
EVER WORKED FOR THE LRGPWWA BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
REASON FOR LEAVING		
		NAME OF LAST SUPERVISOR AT THE LRGPWWA
HOW DID YOU FIND OUT ABOUT THIS POSITION?		
<input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> FRIEND <input type="checkbox"/> ONLINE AD <input type="checkbox"/> OTHER _____		
<input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> WEBSITE _____		

#### Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

## General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK
SPECIAL TRAINING, CERTIFICATIONS, LICENSES
SPECIAL SKILLS, FOREIGN LANGUAGES, ETC.

## Military Service Record

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE
DISCHARGE DATE	RANK

## Former Employers (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT)

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
STARTING SALARY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	FINAL SALARY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR	TITLE	PHONE NO.	
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS	CITY	STATE	ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
STARTING SALARY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	STARTING SALARY \$ _____ PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR	TITLE	PHONE NO.	
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS		CITY	STATE
ZIP			
STARTING DATE	LEAVING DATE	JOB TITLE	
STARTING SALARY \$ _____	STARTING SALARY \$ _____	MAY WE CONTACT YOUR SUPERVISOR?	
PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	PER <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MONTH OR <input type="checkbox"/> YR	<input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR	TITLE	PHONE NO.	
DESCRIPTION OF WORK			
REASON FOR LEAVING			

**References** (LIST PROFESSIONAL REFERENCES WHOM WE MAY CONTACT)

NAME	ADDRESS	BUSINESS	PHONE

**Special Purpose Questions**

DO NOT ANSWER **ANY** OF THE QUESTIONS IN THIS BOX UNLESS THE EMPLOYER HAS **CHECKED THE BOX PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.**

Height \_\_\_\_ Feet \_\_\_\_ Inches \_\_\_\_  Weight \_\_\_\_\_ Lbs.  Are you a U.S. citizen?  Yes  No

Have you been convicted of a  Felony or  Misdemeanor within the last 5 years?  Yes  No. Describe \_\_\_\_\_

\_\_\_\_\_

You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

I understand and agree that I may be required to take one or more:  physical examination and/or  drug test, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the LRGPWWA and to release LRGPWWA, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).  Yes  No

Are you able to perform each of the following job functions with or without an accommodation?

JOB FUNCTION #1 \_\_\_\_\_  Yes  No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

---

---

JOB FUNCTION #2 \_\_\_\_\_  Yes  No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

---

---

JOB FUNCTION #3 \_\_\_\_\_  Yes  No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

---

---

Were you ever seriously injured?  Yes  No Give details \_\_\_\_\_

---

What foreign languages do you speak fluently? \_\_\_\_\_

What foreign languages do you write fluently? \_\_\_\_\_

What foreign languages do you read fluently? \_\_\_\_\_

### **Authorization**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I understand that this employment is "AT WILL" and nothing orally or in writing can change the nature of the employment. I also understand that LRGPWWA is an "Equal Opportunity" Employer.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release LRGPWWA from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of LRGPWWA has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized LRGPWWA representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE