APPLICATION FOR EMPLOYMENT



Date: _____/ ____/ _____/

Applicant Data

Did you graduate?: 🛛 Yes 🖾 No

Full Name:				
Phone:	Mobile/Other:	E-mail:		
Address:	City:	State:	Zip:	
How long at this address?:	How long at previous address?:			
Date available to start:	Social Security No.:	Desired	Salary:	
Position you are applying for:				
How were you referred to In & Out	MVD?:			
Are you a citizen of the United Stat	es?: 🗳 Yes 📮 No			
If not are you legally eligible to you	rk in the United States?: 🛛 Yes	D No		
Type of employment desired:		emporary 🛛 Seasonal 🖵 O	thor	
Have you ever pleaded guilty, no c	ontest or been convicted of a crime?:	Yes No If yes, g	ive dates and details:	
Education				
Most recent High School:		City & State:		
Did you graduate?:	No If yes, what year?:	Degree:		
College:		City & State:		
Did you graduate?:	No If yes, what year?:	Degree:		
Other:		City & State:		

If yes, what year?:

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Degree:

Responsibilities:	Previous Employment (beg			
Company: Address: City: State: Zip: Phone: Supervisor: Responsibilities: Image: Company: Reason for leaving: Position: Image: Company: Image: Company: May we contact this employer for a reference?: Image: Yes Image: No Dates of employment: From: / / / Position(s) held: Company: Address: City: State: Zip: Phone: Supervisor: Responsibilities: Image: No Image: No Image: No Starting salary: Position(s) held: Image: No Image: No Image: No Image: No State: Zip: Phone: Supervisor: Image: No Image: No Image: No State: Zip: Phone: Supervisor: Image: No Image: No<	Dates of employment: From:	//	To://	/
Address: City: State: Zip: Phone: Supervisor: Responsibilities:	Position(s) held:			
Phone: Supervisor: Responsibilities:	Company:			
Responsibilities: Starting salary: Position: Ending salary: Position: Reason for leaving: May we contact this employer for a reference?: Yes May we contact this employer for a reference?: Yes No Dates of employment: From: /	Address:	City:	State:	Zip:
Starting salary: Position: Ending salary: Position: Reason for leaving:	Phone:	Supervisor:		
Ending salary: Position: Reason for leaving: May we contact this employer for a reference?: Yes May we contact this employer for a reference?: Yes No Dates of employment: From: From: Position(s) held: Company: Address: City: State: Zip: Phone: Supervisor: Responsibilities: Starting salary: Position:	Responsibilities:			
Ending salary: Position: Reason for leaving: May we contact this employer for a reference?: Yes May we contact this employer for a reference?: Yes No Dates of employment: From: From: Position(s) held: Company: Address: City: State: Zip: Phone: Supervisor: Responsibilities: Starting salary: Position:		-		
Reason for leaving: May we contact this employer for a reference?: Yes No Dates of employment: From: / / Position(s) held: Company: Address: City: State: Zip: Phone: Supervisor: Responsibilities:				
May we contact this employer for a reference?: Yes No Dates of employment: From: / / Position(s) held: Company: Address: City: State: Zip: Phone: Responsibilities: Starting salary: Position:	Ending salary:	Position:		
Address: City: State: Zip: Phone: Supervisor:	May we contact this employer for a ref	erence?: 🛛 Yes 🖵 No		
Phone: Supervisor: Responsibilities:	May we contact this employer for a ref	erence?:	To:/	•••••
Responsibilities:	May we contact this employer for a ref	erence?:	To:/	
Starting salary: Position:	May we contact this employer for a ref	erence?: Yes No	To:/	/
	May we contact this employer for a ref	erence?: Yes No No	To:/	
Ending salary: Position:	May we contact this employer for a ref	erence?: Yes No No	To:/	/
	May we contact this employer for a ref Dates of employment: From: Position(s) held: Company: Address: Phone: Responsibilities:	erence?: Yes No ////	To:/	

Previous Employmen	t (continued)			
Dates of employment: From	://	То	:/	/
Position(s) held:				
Company:				
Address:	City	<i>ų</i> :	State:	Zip:
Phone:	Suj	oervisor:		
Responsibilities:				
Starting salary:	Por	sition:		
Ending salary:				
May we contact this employer	for a reference?:	□ No To:		/
May we contact this employer Dates of employment: From Position(s) held:	for a reference?:	□ No To:		
May we contact this employer Dates of employment: From Position(s) held: Company:	for a reference?:	□ No To:	:/	/
May we contact this employer Dates of employment: From Position(s) held: Company: Address:	for a reference?: Yes Yes City	□ No To: /:	: / State:	/ / Zip:
<u>Company:</u> <u>Address:</u> <u>Phone:</u>	for a reference?:	No To: y: pervisor:	: / State:	/
May we contact this employer Dates of employment: From Position(s) held: Company: Address: Phone: Responsibilities:	for a reference?: Yes : / : / : / : / : / : / : / : / :	No To: y: pervisor:	: / State:	/ / Zip:
May we contact this employer Dates of employment: From Position(s) held: Company: Address: Phone:	for a reference?: Yes : / : / City Sup Pos	No No To: v: pervisor:	: / State:	/ / Zip:

Are you able to work with or do you have experience working with a computer?:	Yes	D No
If yes, have you worked with Microsoft Word?:	Yes	🔲 No
Have you worked with customers face-to-face?:	Yes	🔲 No
Are you bilingual? (English and Spanish):	Yes	🔲 No
If yes, are you fluent and able to read and write in both languages?:	Yes	No
In & Out MVD operates under a contract with the State of New Mexico MVD/TRD which requires all existing		es and new
hires to be current on their personal State and Federal Income Tax filings. Is this an issue for you?	Yes	🔲 No

Disclaimer and Signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of In & Out MVD and the State of New Mexico Motor Vehicle Division (MVD) and Taxation & Revenue Department (TRD), which rules may be changed, withdrawn, added or interpreted at any time, at the sole option of In & Out MVD or the State of New Mexico MVD and/or TRD without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn at any time with or without prior notice at the option of In & Out MVD or myself.

Applicant's Signature

	/	_/	
Date			