



# APPLICATION FOR EMPLOYMENT

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

## Applicant Data

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 States?:  Yes  No

If not, are you legally eligible to work in the United States?:  Yes  No

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Other: \_\_\_\_\_

Have you ever pleaded guilty, no contest or been convicted of a crime?:  Yes  No If yes, give dates and details: \_\_\_\_\_

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

## Education

Most recent High School: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate?:  Yes  No If yes, what year?: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate?:  Yes  No If yes, what year?: \_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate?:  Yes  No If yes, what year?: \_\_\_\_\_ Degree: \_\_\_\_\_

## Previous Employment (begin with most recent employment)

Dates of employment: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting salary: \_\_\_\_\_ Position: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Position: \_\_\_\_\_

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

May we contact this employer for a reference?:  Yes  No

.....

Dates of employment: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting salary: \_\_\_\_\_ Position: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Position: \_\_\_\_\_

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

May we contact this employer for a reference?:  Yes  No

## Previous Employment (continued...)

Dates of employment: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting salary: \_\_\_\_\_ Position: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Position: \_\_\_\_\_

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

May we contact this employer for a reference?:  Yes  No

.....  
Dates of employment: From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting salary: \_\_\_\_\_ Position: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Position: \_\_\_\_\_

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

May we contact this employer for a reference?:  Yes  No

## Summarize Your Special Skills or Qualifications

Are you able to work with or do you have experience working with a computer?:  Yes  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 employees 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 cause and with or without prior notice at the option of In & Out MVD or myself.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date