

VILLAGE OF RUIDOSO



313 Cree Meadows Drive
Ruidoso, New Mexico 88345
575-258-4343 or Toll Free 877-700-4343
Fax 575-258-5848



APPLICATION FOR EMPLOYMENT

Application good for Job Announcement ONLY

The Village of Ruidoso is an Equal Opportunity Employer

This application must be filled out completely and signed on the back. An incomplete application will not be considered.

PERSONAL DATA MUST BE IN INK IN YOUR OWN HANDWRITING OR TYPED IN:

Date: _____ Position applying for: _____ Expected Salary: _____

Name: _____

First Middle Last
Social Security # (optional) _____ Phone: () _____

Street Address: _____

Mailing Address: _____

Note: **Any job offer is contingent on drug/alcohol screen and background check**

BACKGROUND INFORMATION:

Have you served on active duty with the U.S. Armed Services?

If YES, list principal military duties:

Note: **Applicants considered for employment will be routinely investigated**

**** If you are applying for a position that requires you to drive for the Village and you have been convicted of a second or subsequent DWI (DUI) offense within 5 years of the beginning of the current fiscal year, you will not be considered for employment because you are not insurable by the Village's insurance.

Do you have a valid driver's license? _____ Restrictions: _____

Do you have a valid commercial license? _____ Class: _____

Endorsements: _____

EDUCATION/TRAINING: High School: Diploma or equivalent (GED) Yes No
Name and Location of last grade or high school attended:

University: # of years completed? Degree? Yes No

If YES, type of degree and major:

From what University did you receive the degree?

What languages do you speak?

List special licenses or certifications you hold that are pertinent to the job for which you are applying:

Describe any specialized training pertinent to the job for which you are applying:

BUSINESS / CLERICAL APPLICANTS:

Can you operate a computer? Yes No Explain uses, applications, programs:

What type of transcription method(s) can you use?

Describe other office equipment you can operate:

PERSONAL REFERENCES - Not former employers or relatives

| Name and Occupation | Address | Area Code and Phone # |
|---------------------|---------|-----------------------|
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EMPLOYMENT RECORD:

Start with your present or last job. Describe your employment history for the past seven years. If you need more space, use the back of the application and/or attach a resume.

Have you ever been employed by the Village of Ruidoso? No ___ Yes ___ Dates _____

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|-------------|----------------|
| Employer: | Supervisor: |
| Address: | Phone #: |
| Your Title: | Ending Salary: |
| Duties: | |

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|----------------------|-------|-----|
| Dates of employment: | From: | To: |
| Reason for leaving: | | |

| | |
|-------------|----------------|
| Employer: | Supervisor: |
| Address: | Phone #: |
| Your Title: | Ending Salary: |
| Duties: | |

| | | |
|----------------------|-------|-----|
| Dates of employment: | From: | To: |
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| Employer: | Supervisor: |
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| Your Title: | Ending Salary: |
| Duties: | |

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|----------------------|-------|-----|
| Dates of employment: | From: | To: |
| Reason for leaving: | | |

I hereby give permission to contact the employers listed above concerning any information deemed relevant. If there is a particular employer(s) you do not wish us to contact, indicated which one(s) below:

Your Signature and Date

It is the policy of the Village of Ruidoso to give the municipality as many options for hiring and placement of qualified and capable employees as possible while avoiding the appearance of nepotism.

The following persons are ineligible for employment with the Village of Ruidoso:

1. No person shall be hired in any capacity if related to the Mayor, Councilors, or Village Manager. Family is defined as any relationship of consanguinity or affinity within the first degree, including but not limited to any legal dependent, significant other, or a parent, spouse, sibling, child (Including step relatives or in-laws that parallel this list). If they are applying for a seasonal or temporary position the Village Manager can approve on a case by case basis.
2. Any person who serves as a voting member of the Village Council and for a two-year period thereafter.
3. No person shall be hired, promoted, or transferred to a position which is under the supervision of an immediate relative. For purposes of this section, immediate relative is defined as the first degree by blood or marriage and step family. Relatives of employees of the Village as defined above cannot work in the same department. Relatives of employees of the Village who do not meet the above definition may be considered for hire within the Village, but would be restricted in any instance where one relative would have responsibilities relating to the selection, hiring, or supervision of that employee, or have a real or perceived position of authority over the employee. This definition may also include individuals who may be determined as "a person of significance" to the employee, such as a domestic partner or other special relationship.

Does this apply to you? Yes No If yes, what is the relationship and to whom: _____

FOR ADDITIONAL APPLICATION INFORMATION:

JOB DESCRIPTION / ANALYSIS CERTIFICATION:

I certify that I have read the job description (or it has been read to me) and I understand the job description for the position for which I am applying. Yes No

I understand that a thorough investigation may be conducted to determine my suitability for a position with the Village of Ruidoso. I understand that any consideration given me regarding employment will depend on information obtained in confidential interviews with persons with whom I have been associated, and it is further understood that information obtained about me from others cannot be revealed to me. I also certify that all responses in the application are true and complete. Further, I understand that this application and all accompanying documents are the property of the Village of Ruidoso and cannot be returned.

Your Signature and Date

VILLAGE OF RUIDOSO
Human Resources Department
Phone: 575-258-4343 Fax: 575-258-5848

THE FOLLOWING INFORMATION IS PROVIDED TO YOU SO YOU MAY FULLY UNDERSTAND THE EMPLOYMENT PROCESS OF THE VILLAGE OF RUIDOSO.

A. PREPARING YOUR APPLICATION: Applications will only be accepted when there is a posted vacancy. Applications must be made for a specific job. No **OPEN** applications will be accepted. A separate application form must be completed for each position for which you are applying. This will assure that you will be considered for any position for which you apply.

The application form must be filled out completely and signed in the appropriate space. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** An application will be considered INCOMPLETE if it does not include the completed acknowledgment of receipt of job description/analysis certification. If you do not have a telephone, you **MUST** provide us with a number of someone who can get a message to you in the event we need to contact you. Time usually does not permit us to notify you by mail.

B. REVIEW OF APPLICATIONS: After the position posting period closes, all applications will be rated and a list of eligible applicants will be prepared. The list and the applications will be reviewed by the interviewer. The posted job description will give a person a guideline of what to expect in the job. It is not possible to list each and every duty this position must do. When rating for this position, the rating committee will look for characteristics in the application that are suited to the individual job description. An applicant must have the qualification listed under “qualifications” in order to be rated. However, depending on the other applicants a person is rated against, just having the qualifications will not necessarily guarantee an interview or a position with the Village.

NO PRE-SCREENING WILL BE CONDUCTED BY THE DEPARTMENT OR HUMAN RESOURCES.

C. SELECTION OF CANDIDATES FOR INTERVIEW: Often there are numerous applications for a single position and time would not permit us to interview each candidate for the position. Only those sent to the interviewer will be called for an interview. Depending on the position, an applicant who is called for an interview may be required to successfully complete any or all of the following before the personal interview: essential element assessment, written test, oral assessment.

YOU WILL BE NOTIFIED ONLY IF YOU ARE SCHEDULED FOR AN INTERVIEW.

D. WHAT HAPPENS IF YOU ARE SELECTED FOR AN INTERVIEW: If you are on the list of eligible applicants, the interviewer will contact you for a personal interview.

E. WHAT HAPPENS AFTER THE INTERVIEW: After the interview, the interviewer will make a recommendation as to the chosen applicant. If you are that applicant, the Human Resources Department will contact you and inform you of a job offer. The job offer is contingent upon drug/alcohol screen and a background check will be performed. *If you are not selected after the interview, you will be notified by mail.*

F. WHAT HAPPENS TO THE REST OF THE APPLICATIONS: Once a vacancy has been filled, all applications become inactive in most cases. Inactive applications will receive no further consideration.



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To Previous and Present Employers (Applicant, list each by name):

From (Applicant, print or type your name):

Background History/Release - Release of Liability

1. I am applying for employment with the Village of Ruidoso and acknowledge that the burden of providing my qualifications for such employment is at all times, upon me. I further understand that a background check will be made by the Village of Ruidoso. I accept any risk of adverse public notice, embarrassment, criticism, or financial loss, which may result from action in regard to my application. This authorization is given freely, without duress or promise, voluntarily waiving any protection against unauthorized disclosure of information under the Privacy Act or other similar provisions. I further understand that information furnished to the Village of Ruidoso and will remain confidential to the extent provided in the New Mexico Inspection of Public Records act, Sections 14-2-1, et., seq., N.M.S.A. (1978), and the Ruidoso Municipal Code and Personnel Rules, and will not be released to me now or in the future.
2. I respectfully request and authorize you to furnish the Village of Ruidoso with any and all information or documents concerning me, including information or documents of a confidential or privileged nature and photostats of same if required.
3. I request that you allow employees, including supervisors and co-workers, to be interviewed by authorized Village of Ruidoso employees regarding any aspects of employment with your or your organization.
4. I hereby release you, your organization, or others from any liability for damage which may result from furnishing the information requested above.
5. A reproduction of this request by copy, facsimile, or other similar process shall be for all intents and purposes, considered as the original.

Applicant's signature and date

Subscribed and sworn before me, this _____ day of _____, 20__.

Notary Public

My commission expires: