



Martineztown House of Neighborly Service

808 Edith Blvd NE; Albuquerque, NM 87102 (phone) 505-242-4333 (fax) 505-247-3974

Employment Application

Position Applying For _____ Date _____

PERSONAL INFORMATION

Name _____ Social Security Number _____

Mailing Address _____

Day Time Phone _____ Evening Phone _____

WORK EXPERIENCE

Inclusive Dates From To	Name	Address	Duties/Accomplishments	Supervisor	Phone

May we contact your current supervisor? Yes No

LIST THREE (3) REFERENCES (Do not list relatives.)

Name	Relationship	Address	Phone

EDUCATION

Highest Level of Education Completed _____

Give the name, city, and zip code (if known) of the last high school (HS) or GED school attended and year diploma/GED was received. _____

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Colleges, trade schools, and universities previously attended. (Please attach a copy of your transcripts.)

School	Location (Address, City, State)	Major	Total Credits Earned Semester/ Quarter	Degree/Certificate
			/	
			/	
			/	

OTHER QUALIFICATIONS

List other job related training, skills, certificates, licenses, honors, and awards. Give Dates.

I certify that, to the best of my knowledge and belief, all of the information on, and attached to, this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on, or attached, may be grounds for not firing me or firing me after I begin work, and I may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Applicant Signature

Date

For Office Use Only

Date Interviewed _____ Result _____

REFERENCE CHECK(S) List date, name of person(s) contacted, and the results of the reference check(s).

COMMENTS _____

CRIMINAL HISTORY AFFIDAVIT

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Most positions with Martineztown House of Neighborly Service require having contact with children; we ask that you provide the information on this form to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico State statutes, all applicants for employment are expected to provide us with this information. This insert is part of the application itself and any misrepresentation, or omission of facts, may be grounds for disqualification from further consideration, or for termination of employment, regardless of when the misrepresentation or omission is discovered.

I, _____, being an applicant, or having been offered a position, with Martineztown House of Neighborly Service, and duly sworn according to law, certify that this document is true, accurate, and a full disclosure of my personal and professional background history.

The conviction of a crime, or of any affirmative answer provided, by you on this insert is NOT an automatic bar to employment. Martineztown House of Neighborly Service will consider the nature of any conviction, or alleged conduct, underlying the affirmative response; the dates of the alleged conduct in question; your intervening conduct; and the relationship between the offence, or alleged conduct, underlying the affirmative response and the position for which you are applying.

SECTION I (Check ONE of the following two statements.)

- I certify that I am not awaiting trial on, have not been convicted of, and/or have never admitted committing any of these offenses described in this document in this state or any other jurisdiction. I have never been put on, nor am I currently on, probation in this jurisdiction or any other jurisdiction.
- I certify that the statements (see the note located at the bottom of Section II) attached to this form give a true, accurate, and full account of any offenses I may have committed, or been charged with, in this state or any other jurisdiction, as described in this document.

SECTION II

1. Are you presently being investigated, or under a procedure to consider your discharge, for misconduct by your present employer, or have you offered a resignation to your previous employer?	YES	NO
2. Have you ever been reprimanded, disciplined, discharged, and/or asked to resign from a prior position?	YES	NO
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, mishandling of funds, or of criminal conduct?	YES	NO
4. Have you ever been convicted of a sex, or drug, related offense?	YES	NO
5. Have you ever been charged with, or investigated for, sexual abuse of another person?	YES	NO
6. Have you ever been charged with, pled guilty or "no contest" (<i>nolo contendere</i>) to, or been convicted of any crime involving the sexual abuse of another person, or to any other crime?	YES	NO
7. Have you ever (A) been convicted of a crime, other than a minor traffic offense; or (B) entered a plea of "guilty" or "no contest", or has any court ever deferred further proceedings without entering a finding of "guilty" and placed you on probation or in a public service, or education, program for any crime other than a minor traffic offense?	YES	NO
8. Do you currently have any outstanding criminal charges, or warrants of arrest, pending against you in New Mexico or in any other state?	YES	NO
9. Have you even been fingerprinted as a result of any arrest for any crime or violation of the law?	YES	NO

If you answered "YES" to any of the previous 9 (nine) questions, please attach sheet(s) explaining in detail, including the date of the charge, the court, the court action, the offense in question, and the address of the court involved. Sign and date each page for the attachment in the upper right corner.

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The crimes referred to in this document include, but are not limited to:

- Sexual Abuse of a Minor
- Incest
- Sexual Assault
- Sexual Exploitation of a Minor
- Contributing to the Delinquency of a Minor
- Distribution of Marijuana or Dangerous, or Narcotic, Drugs
- Commercial Sexual Exploitation of a Minor
- Dangerous Crimes Against a Child or Children
- Child Abuse
- Molestation of a Child
- Sexual Conduct of a Minor
- Aggravated Assault of a Minor
- First, or Second, Degree Murder
- Voluntary Manslaughter
- Kidnapping
- Arson
- Burglary or Robbery
- DUI / DWI

I understand, and agree, that any offer of employment that I may receive or have received from Martineztown House of Neighborly Service is conditioned, by law, upon the district's receipt of information pursuant to a fingerprint based check of my personal and professional history. I further understand, and agree, that I may be immediately terminated from Martineztown House of Neighborly Service if any information contained in this affidavit is inaccurate or if any information received by Martineztown House of Neighborly Service is inconsistent with any statement made by me, on this affidavit.

I authorize Martineztown House of Neighborly Service to check my personal and employment history including, without limitations, evaluations, criminal arrest and conviction records, reference check, and the release of investigatory information possessed by any private or public employer of any state, local, or federal agency. I expressly waive, in connection with any request for, or the provision of, such information, any claims, including, without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Martineztown House of Neighborly Service, its agents, and officials, or any provider of such information.

I understand that all terms of employment, or offers of employment, are conditional until the required background investigation is complete. I have read this authorization and release of all claims, and I expressly agree to the terms set forth herein.

Signature

Date

Printed Name

Social Security Number

State of _____

County of _____

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

My Commission Expires _____.

Notary Public

(SEAL)