New Mexico

HIGHLANDS

University

STUDENT EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, nationality or ethnic origin, gender, age or disability.

Type or use Black Ink to complete this application. **DATE:** _____

Personal Information

Name: _____ Social Security Number: _____
Last First Middle

Local Address: _____

Permanent Address: _____

Phone: _____ Message Phone: _____ E-mail Address_____

Year in School: ☐Freshman ☐Sophomore ☐ Junior ☐ Senior ☐Graduate

Major: _____ Minor: _____

Type of Position for which you are applying

☐ Work-study (Federal or State based on FAFSA) ☐ Departmental

Your Qualifications

Please list any special skills, training, or experience that you have that would qualify you for a specific type of work (e.g. computer skills, computer programs, communication skills, etc.)

_____
_____
_____
_____
_____
_____

Employment History (list current or most recent job first)

1) Company _____ Supervisor _____

   Dates of employment _____ Phone _____

   Job title and duties_____

   May we contact your supervisor/employer? ☐ Yes ☐ No

2) Company _____ Supervisor _____

   Dates of employment _____ Phone _____

   Job title and duties_____

   May we contact your supervisor/employer? ☐ Yes ☐ No

DISCLOSURE OF RELATIVES

Do you currently have immediate family members working at New Mexico Highlands University as defined by New Mexico Highlands University Policy #475 section 7.1 which states: "**A member of the immediate family is a spouse, parent, child, domestic partner, brother or sister, aunt, uncle, nephew, niece, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, step parent, children of domestic partners, step-brother, step-sister, grandchild, great grandchild, great grandparents, or any other person residing in the same household."**

Yes _____ No _____

If you indicated yes, please list your relatives or household members currently employed as defined above.

_____ _____

_____ _____

_____ _____

All of the information provided by me on this application, my personal resume and any other supplementary materials, is true and correct. I authorize New Mexico Highlands University to verify the information provided by me, and to contact any employer listed by me. I release my former employers and New Mexico Highlands University from any and all liability in connection with the furnishing of this information to New Mexico Highlands University.

I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS APPLICATION FOR EMPLOYMENT OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

Signature _____ Date _____