

State of New Mexico

Application for Employment

To Apply

1. Application forms are submitted to the NM State Personnel Office.
2. Submit **one** complete copy of Master Application. (It is kept on file—no need to submit duplicate copies.)
3. Use one of the various “Master Application Update” forms to add or amend information previously submitted in your Master Application, including changes to your personal information (address, phone number, etc.)
Applicants needing to completely replace their Master Application with another, must contact the State Personnel Office for special instructions.
4. Submit all documents as single-sided pages.
5. Submit an Official Statement of Job Interest form for each job for which you wish to apply.
6. Sign and/or include your e-mail address where indicated.
7. Agencies frequently request that applicants send an additional copy of their Master Application to their Human Resource Office—be sure and save one!

A Candidate’s Name is Referred to Agency, When:

1. Position TOOL number is listed correctly on Official Statement of Job Interest form. (All fifteen digits must be included correctly.)
2. Social Security Number is listed correctly on Official Statement of Job Interest form and all forms submitted.
3. Official Statement of Job Interest form is received at the State Personnel Office during the posted recruitment time frame.
4. All items listed in Job Posting under “Special Requirements” (legal requirements) are met.
5. Non-modified Official State of New Mexico Application Forms and recognized attachments are used.
6. Reduction in Force preference is not in effect. (NMSA 1978, Section 10-9-19)

Tips

1. Use dark, medium point ink and print clearly or use size a large size font.
2. Number all Employment Record pages, and ensure all items are complete.
3. Describe Job Duties in detail.
4. Include details about computer hardware and software used in the course of Job Duties.
8. Reflect each position held on a separate Employment Record page. (Multiple positions held with the same organization should be reflected on individual pages.)
5. Supply post high school training/university transcripts that confirm degree, copy of diploma(s) and copies of certificates. (“Original” Transcripts are preferred, as photocopied/scanned transcripts may become illegible when copied/scanned.)
6. Include documentation as to Veteran’s discharge status.
7. Copies of cover letters and letters of reference are best provided to the hiring agency.

New Mexico State Personnel Office
2600 Cerrillos Road, PO Box 26127
Santa Fe, NM 87505-0127

Information (505) 476-7777 or TDD (Telecommunication Device for the Deaf) (505) 476-7798
<http://www.state.nm.us/spo/>

MASTER APPLICATION APPLICANT INFORMATION PAGE

Dark Ink is Preferred



State of New Mexico
 State Personnel Office
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We request your social security number. This information is voluntary. It is used to identify you in the State's Applicant Tracking system.

Social Security Number	NAME-LAST	FIRST	INITIAL
Mailing Address		No. & Street/P.O. Box	
City		State	Zip Code
Home Phone () -		Business or Message Phone () -	
Have you ever used a different name for school or employment. If so, what name(s)?			
Indicate (✓) in appropriate box(es) if you:			
ENGLISH.....	SPEAK	READ	WRITE:
SPANISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAVAJO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMERICAN INDIAN DIALECT:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMERICAN SIGN LANGUAGE.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> YES Do you have a valid driver's license? Which State?			
<input type="checkbox"/> NO			
<input type="checkbox"/> YES Are you legally able to work in the United States?			
<input type="checkbox"/> NO If NO, what is your status?			
<input type="checkbox"/> NO Have you ever been convicted of a felony?			
<input type="checkbox"/> YES If YES, explain on a separate sheet and attach to this application. A YES answer will not necessarily bar you from consideration.			
<input type="checkbox"/> YES Are you a Veteran? Please supply copy of your discharge status.			
<input type="checkbox"/> NO			

Applicant Liaison Information:
(505) 476-7777. This form is subject to change.
If you are disabled and require special accommodations in the application or testing process please call: (505) 476-7777
 TDD/TTY: (505) 476-7798 for Deaf Persons Only.

EDUCATION

Check and fill in appropriate areas

YES High School Graduate/GED Certificate?
 NO
 If your answer is no, indicate highest grade completed:

College Education:
 YES Degrees:
 NO
 Currently seeking a degree

NOTE: YOU MUST SUBMIT DOCUMENTATION such as copies of college or vocational school transcripts in order to receive appropriate credit for positions with such requirements.

Dates of New Mexico Residency:

PLEASE READ BEFORE SUBMITTING:

In accordance with NMSA § 10-9-22, I understand through my submission of any State of New Mexico application form that I am certifying that my application contains no willful falsification, and that should any investigation disclose such, I will be subject to penalties as outlined in NMSA § 10-9-23.

Signature and/or Personal e-mail address	DATE
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NOTE: The information requested here is **voluntary**. It is used by the State Personnel Office **ONLY** to assure compliance with analysis and reporting requirements of Federal Equal Employment Opportunity laws. Your cooperation is appreciated.

The State Personnel Office does not provide this information to the hiring agency. If the hiring agency requests that a copy of this application be brought with you to the interview you may choose to provide this information or you may choose to omit or detach it.

1. Mo. Day Yr.	3. ETHNIC INFORMATION
BIRTH DATE	A = Asian/Pacific Islander
	H = Hispanic
2. Gender - M = Male F = Female	B = Black
	I = American Indian
	C = Caucasian – Non-Hispanic

SPB-500A Form 12/00 The State of New Mexico is an Equal Opportunity Employer and values diversity at all levels of its workforce.

State of New Mexico
State Personnel Office
2600 Cerrillos Road
P.O. Box 26127
Santa Fe, NM 87505-0127

STATE OF NEW MEXICO OFFICIAL STATEMENT OF JOB INTEREST

Social Security Number:	Name: Last	First	Initial
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I was recently part of a Reduction in Force from the State of New Mexico at the _____ Department and would like to exercise any reemployment rights as afforded by 1 NMAC 7.10.10.

I would like to exercise any reemployment rights I may have under the Workers' Compensation Act 52-1-50-1 NMSA 1978. I was separated from the State of New Mexico on _____ from _____ Department.

Position TOOL Number: (15 digits)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;"> </td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;"> </td> </tr> </table>				-			-			-			-			-			-	
			-			-			-			-			-			-			
Position Title:																					
Position Geographic Location:																					

- I understand that in order for my name to appear on the employment list:
1. The 15-digit TOOL number and my social security number must be listed completely and accurately in order to be considered.
 2. Applications shall be filed in accordance with the Director established recruitment criteria, received within the prescribed time limits and be for positions open for recruitment.
 3. It is my responsibility to ensure my Master Application is on file with the State Personnel Office and that the information is correct and up-to-date.
 4. The position title and position geographic location are used as identifiers only.
 5. Incomplete and/or illegible master applications and/or additional attachments will have a negative effect on my evaluation results.

PLEASE READ BEFORE SUBMITTING:
 In accordance with NMSA § 10-9-22, I understand through my submission of any State of New Mexico application form that I am certifying that my application contains no willful falsification, and that should any investigation disclose such, I will be subject to penalties as outlined in NMSA § 10-9-23.

SIGNATURE and/or Personal e-mail address	DATE:
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