

# Application for Employment

## Gallup Housing Authority

203 Debra Drive Gallup, NM 87301

P.O. Box 1334 Gallup, NM 87305

Phone (505)722-4388 / Fax (505)863-3386



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### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
Last First MI.

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box RR No./Street Number and Name Apt. No.

\_\_\_\_\_ City State Zip Code County

Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Can you submit verification of your legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

List State: \_\_\_\_\_ Number: \_\_\_\_\_ Classification: \_\_\_\_\_

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### JOB INFORMATION:

Position Applied For: \_\_\_\_\_

Have you ever previously been employed by the Gallup Housing Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what Position? \_\_\_\_\_

Are you Available to work: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_  
Shift-Work \_\_\_\_\_ Weekends \_\_\_\_\_ Holidays \_\_\_\_\_

**RECORD OF EDUCATION:**

School	Name and Address	Course of Study	Circle Last Year Completed	Did you Graduate?	Year Completed	List Diploma or Degree
High School			1 2 3 4	Yes / No		
College			1 2 3 4	Yes / No		
College			1 2 3 4	Yes / No		
Other Specify			1 2 3 4	Yes / No		

**MILITARY SERVICE RECORD:**

**Have you served in the U.S. Military Service:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list skills acquired, include special training: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

Employer / Address	Job Title / Supervisor	Reason for Leaving	From – To Month / Year	Hourly Rate Salary	Work Performed

**If you need additional space, please continue on a separate sheet of paper. Please indicate any previous or current employer you do not wish us to contact.**

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



**PERSONAL REFERENCES:**  
*(Not Former Employers or Relatives)*

NAME	ADDRESS	PHONE NUMBER

**ATTENTION: READ CAREFULLY BEFORE SIGNING**

I hereby give this employer the right to make a thorough investigation of my past employment, education, and activities; and I release from all liability all persons, companies and corporations supplying such information. I indemnify this employer against any liability which might result from making such investigation. I understand that any false answer, false statement or false implication made by me shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between this employer and myself for either employment or for the providing of any benefit. No promise or guarantee is binding upon this employer unless made in writing. If any employment relationship is established, I understand that I have a right to terminate my employment at any time with proper notice and that my employer retains a similar right subject to the provisions of the Personnel Rules.

I hereby agree that this application is a public record under the New Mexico inspection of Public Records Act except for any Medical records or matters of opinion such as letters of reference. I understand the Gallup Housing Authority will not actively solicit news coverage of items contained herein but cannot withhold information under the law.

I certify that the information contained in this application is correct and complete to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**DO NOT WRITE BELOW THIS LINE**

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Summary of Interview \_\_\_\_\_

Accepted for Employment: Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_

Starting Wage \$ \_\_\_\_\_ Per Hour \_\_\_\_\_ Week \_\_\_\_\_ Scheduled to State Work \_\_\_\_\_

Interviewed by: \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_