

# JOB APPLICATION FORM

1 New Mexican Plaza, Santa Fe, NM 87507  
505.428.7632 [santafenewmexican.com](http://santafenewmexican.com)

# SANTA FE NEW MEXICAN

Date of Application: \_\_\_\_\_

## General Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: *street:* \_\_\_\_\_ *city:* \_\_\_\_\_ *state:* \_\_\_\_\_ *zip:* \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Position Sought: \_\_\_\_\_

## Availability & Wage

Availability: *Full Time* *Part Time* Shift: *Day* *Night* *Weekend* *Any*

Desired Hourly Wage: \$ \_\_\_\_\_ If you are under 18, please list your age: \_\_\_\_\_

Have you ever been employed by, or applied with the Santa Fe New Mexican?: *Yes* *No*

If yes, when and under what name?: \_\_\_\_\_

How did you hear about this job?: \_\_\_\_\_ Employee Referral?: *name* \_\_\_\_\_

## Employment History *List the last three positions you held, starting with the most recent.*

Employer: \_\_\_\_\_ Dates Employed: *start:* \_\_\_\_\_ *finish:* \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: *start:* \_\_\_\_\_ *finish:* \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: *start:* \_\_\_\_\_ *finish:* \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Your Position/Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Educational Background

Highest Level of Education: \_\_\_\_\_ Name of School: \_\_\_\_\_

City/State: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_

Additional Comments: *optional* \_\_\_\_\_

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## Experience & Abilities *List any relevant skills, training, certificates, or awards you have acquired.*

Skills: \_\_\_\_\_

Training/Certificates: \_\_\_\_\_

Awards/Brag: \_\_\_\_\_

Additional Hobbies/Interests: \_\_\_\_\_

Languages you speak other than English that could prove useful to this position: \_\_\_\_\_

## Safety *This is a production facility where extra safety measures are practiced. Production & Driving applicants must answer completely. All other applicants may answer completely to be considered for other open positions.*

\*Do you agree to a standard pre-employment drug test?    Yes    No    *\*production & driving positions only*

\*Are you able to stand on your feet for up to 10 hours?    Yes    No    *\*production positions only*

\*Do you have a valid NM drivers license?    Yes    No    \*A clean driving record?    Yes    No    *\*driving positions only*

The most weight you are comfortable lifting?    25 lbs    50 lbs    *\*75 lbs \*required for production positions*

Are you able to perform the essential job functions for which you are applying?    Yes    No

## References *Please provide details of up to two people who can speak on your behalf regarding your work history.*

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to You: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Phone #: \_\_\_\_\_ Company: \_\_\_\_\_ Phone #: \_\_\_\_\_ Company: \_\_\_\_\_

## Emergency Contact *Person to notify in case of an emergency.*

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Extra Credit *Answer these optional ice breaker questions to help us get to know you better.*

Favorite superhero?: \_\_\_\_\_

What is something you are passionate about?: \_\_\_\_\_

If you could become an expert at one thing, what would it be?: \_\_\_\_\_

One or two words others use to describe you?: \_\_\_\_\_

Any false or misleading statements will be grounds for denial of employment or discharge. I understand The New Mexican will be checking into my references and employment background. I authorize The New Mexican to do so and release from liability anyone giving or obtaining such background information. This application does not constitute a contract of employment or an indication that any jobs are available. Any employment with The New Mexican is at will, meaning the employer or employee can end the employment relationship at any time for any reason or no reason and with or without notice. I understand that if hired for a safety-sensitive position, I will be required to undergo and pass a pre-employment drug test prior to commencing employment. I understand that if I do not pass the drug test, the job offer will be withdrawn. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States as required by federal immigration law. My signature below verifies that I have read, and understand the foregoing statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_