

Application for Employment

Laguna Housing Development & Management Enterprise is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability, or any other characteristic protected by law. However, we do provide Indian Preference.

Applicant Information:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP _____ Phone: _____

NM Drivers License #: _____ SSN: _____ DOB: _____

Information required for pre-employment background screening

Position applying for: _____

Salary/Wage Requirement: _____ Date Available: _____

Are you 18 years of age or older? ___ Yes ___ No

How were you referred to LHDME? _____

Have you ever been convicted of, or pled guilty to, or no contest to a crime including DWI?
___ Yes ___ No

If Yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment, but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and the ability to be insured will be taken into account.

Education:

High School or last grade completed:

Name & Address of School: _____
Course of Study: _____ Number of years completed: _____
Degree/Diploma: _____

College or Technical School

Name & Address of School: _____
Course of Study: _____ Number of years completed: _____
Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____
Course of Study: _____ Number of years completed: _____
Degree/Diploma: _____

Military Experience:

Branch of Service: _____ From: _____ To: _____
Rank/Type of Service: _____
Special Training/Experience: _____

Record of Employment:

List positions starting with most recent:

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

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Address: _____
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Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

Work-Related References:

(Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Statement:

(Please read this statement carefully before signing this application):

I understand that employment with Laguna Housing Development & Management Enterprise (the Company) is at will, meaning that I or the Company may terminate my employment at any time or for any reason consistent with applicable state or federal law.

I authorize the Company to conduct a thorough background investigation of my work and personal history and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that the Company requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 120 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____

Date Signed: _____