



1300 S. Broadway
 Truth or Consequences, NM 87901
 "Meeting the Needs of the Whole Child"
(575) 894-5646

NEW EMPLOYEE APPLICATION

PERSONAL INFORMATION

Name _____ Age ____ Birth date _____
 Preferred Name _____ Sex M F
 Address _____ SS# _____
 City _____ Home # _____
 State _____ Cell # _____
 Zip Code _____ Email _____

LEGAL INFORMATION

Are you eligible to work in the United States? YES NO
 Are you a Youth One Stop? YES NO
 Are you a Workforce Solutions Participant? YES NO
 Are you applying for a volunteer position? YES NO
 Do you have any legal judgments pending or filed against you? YES NO

If YES, Please Explain: _____

A background check is required under state law to be performed on every new employee of AppleTree Educational Center. Each new employee is responsible for all fees associated with background checks. I authorize AppleTree Educational Center to perform background checks.

Signature _____ Date _____

BRIEF ESSAY

Please write a brief essay stating why you feel that you would be an asset to AppleTree and its mission of offering a "warm, accepting, positive atmosphere in which the child can grow spiritually, emotionally, socially, creatively, intellectually, and physically," for the children of Sierra County.

AVAILABILITY

If offered a position, please document what times and days you will be able to work. Many employees are hired on a Sub-basis. Upon successful evaluation of job performance, applicants will be considered for full-time positions as they become available.

Mon. _____ Thurs. _____
 Tues. _____ Fri. _____
 Wed. _____ Sat. _____

EDUCATION / CERTIFICATIONS

High School _____

Higher Education _____

Other _____

* Please provide copies of your resume, degrees, and any relevant certificates you may hold. Without proof, certificates and/or degrees will not be considered.

If completing online, please send additional documents to employment@appletreeeducation.org.

EMPLOYMENT HISTORY

| | |
|----------------------------|------------------------|
| Employer _____ | Job Title _____ |
| Employment Dates _____ | Responsibilities _____ |
| Address _____ | _____ |
| City _____ | _____ |
| State _____ Zip Code _____ | Supervisor _____ |
| Salary _____ | Cell # _____ |
| Reason for Leaving _____ | Email _____ |

| | |
|----------------------------|------------------------|
| Employer _____ | Job Title _____ |
| Employment Dates _____ | Responsibilities _____ |
| Address _____ | _____ |
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| State _____ Zip Code _____ | Supervisor _____ |
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| Address _____ | _____ |
| City _____ | _____ |
| State _____ Zip Code _____ | Supervisor _____ |
| Salary _____ | Cell # _____ |
| Reason for Leaving _____ | Email _____ |

REFERENCES *

*Please list two professional references and one personal reference.

Name _____ Relationship _____ Phone # _____

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I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring or for immediate termination of employment. I authorize the verification of any or all information listed.

Signature _____

Date _____



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NEW EMPLOYEE APPLICATION FOLLOW-UP REFERENCE CHECKS

Name _____ Relationship _____ Phone # _____

How long have you known this person? _____

Can you tell me a little bit about this person? _____

Is there anything you would like me to know about this person? _____

Name _____ Relationship _____ Phone # _____

How long have you known this person? _____

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Name _____ Relationship _____ Phone # _____

How long have you known this person? _____

Can you tell me a little bit about this person? _____

Is there anything you would like me to know about this person? _____

INTERVIEW

Name of Interviewer _____ Date _____

Comments _____

STATUS

Hirable? YES NO

Reasons to hire:

1) _____

2) _____

3) _____

Position Hired for _____

Date Received _____

Signature _____