

Application for Employment

New Mexican Kennels, Inc. (NMK)

Are you attaching a resume? __ Yes __ No

4401 Yale Blvd, NE Albuquerque, NM 87107-4114 Pho (505) 344-0158 Fax (505) 345-7545 Email nmkennels@gmail.com

Applicant's Basic Information

Today's Date: ___ / ___ / ___ Full Name: _____
Last *First* *M.I.*

Residential
Address: _____
Street Address *Apt./Unit#* *City* *State & Zip*

Mailing Address
(if diff f/above): _____
Circle all applicable: In care of Street P O Box *Apt./Unit#* *City* *State & Zip*

Email
Address: _____ Phone
Numbers: _____
Cell – Is texting OK? ___ Yes ___ No

Date Available: ___ / ___ / ___

Position Applied for: _____
Other – Circle all applicable: Home Contact Cell Land

Have you ever been convicted of a felony? __ Yes __ No If yes, please explain on back, under the section, Background Check.

Are you a citizen of the USA? __ Yes __ No If no, are you authorized to work in the USA? __ Yes __ No

Have you ever worked for NMK? __ Yes __ No If yes, when? _____

Education (Complete only if not attaching a resume)

High School: _____ Address: _____

Did you graduate? __ Yes __ No Contact name & phone #, if attended within last 5 years: _____

College: _____ Address: _____

From _____ to _____ Major or degree: _____ Did you graduate? __ Yes __ No

Other: _____ Address: _____

From _____ to _____ Major or degree: _____ Did you graduate? __ Yes __ No

Military Service

Branch: _____ From _____ to _____ Rank at Discharge: _____

Type of Discharge: _____ If other than honorable, explain: _____

Previous and Current Employment (Complete only if not attaching a resume)

1) Employer/Company Name: _____ Supervisor: _____

Address: _____ Phone: _____

From _____ to _____ Your job title: _____ May we contact this employer? __ Yes __ No

Duties: _____ Reason for leaving: _____

2) Employer/Company Name: _____ Supervisor: _____

Address: _____ Phone: _____

From _____ to _____ Your job title: _____ May we contact this employer? ___Yes ___No

Duties: _____ Reason for leaving: _____

3) Employer/Company Name: _____ Supervisor: _____

Address: _____ Phone: _____

From _____ to _____ Your job title: _____ May we contact this employer? ___Yes ___No

Duties: _____ Reason for leaving: _____

4) Employer/Company Name: _____ Supervisor: _____

Address: _____ Phone: _____

From _____ to _____ Your job title: _____ May we contact this employer? ___Yes ___No

Duties: _____ Reason for leaving: _____

References

If called for an interview at NMK, please come prepared with a list of 3 professional references complete with each contact's full name, their relationship to you (former or current employer, supervisor, teacher, organization head, etc), the full name & address of their organization, and current contact information including phone number(s).

Background Check

NMK requires a background check of all new employees. If you are called for a second interview, you will be asked to complete a *Verified Information Services* form including SSN (social security number), DOB (date of birth), certain financial information, and signed consent.

Disclaimers and Signatures

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I affirm that, except where I have so indicated by checking "No," I do hereby give permission for any of my previous or current employers to release to New Mexican Kennels, Inc information regarding my previous or current employment.

Applicant Signature: _____ Date Signed: _____