

Please fill out the forms below and e-mail them to michele@southwestgci.com
Printed applications may be returned to our office at
1100 S. Main St., Suite 106, Las Cruces, NM 88005

To fill out application online:

1. Sign in to an active G-mail account
2. At the top of the application viewing window, select the drop down menu "Open with"
3. From the drop down menu, select the application "DocHub"
4. Allow "DocHub" access to your G-mail account
5. Within "DocHub", the application will become editable
6. Once complete, locate the drop down menu at the top of the of the application viewing window called "Sign"
7. Using the directions in the "Sign" menu, create a signature and sign the first and fourth pages of the application
8. Once the document is signed, locate the drop down menu in the upper right hand corner of the viewing window. Selecting this menu, go to "Download" ► "Download PDF (lossless)"
9. After downloading, save completed application to your computer. The application is now ready to be sent and can be attached to an e-mail to submit it.



SOUTHWEST GENERAL CONSTRUCTION, INC.

PO Box 595 Fairacres, NM 88033 Phone (575) 523-5009 Fax (575) 527-0390

TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT.

This form along with the attached application, must be read, signed and filled out in its entirety to be considered for employment. Applications without this form attached will be discarded and not be considered. Applications will be kept on active status for 30 days.

We consider applicants for all positions without regard to race, sexual orientation, national origin, gender identity, age, religion, disability, marital or veteran status, or any other legally protected status.



Drug/Alcohol Screening and Physical Acknowledgement and Agreement

By my signature below, I, (print name) _____ understand that if considered for "at-will" employment with Southwest General Construction, Inc., I will be required to submit to a drug/alcohol screening test and physical as a condition of hire. These tests will be scheduled and paid for by Southwest General Construction, Inc. and will become Southwest General Construction, Inc property.

My signature below also serves to acknowledge and agree to the fact that if I receive a preliminary offer of employment with Southwest General Construction, Inc., and accept it, one factor that must be met PRIOR to a final offer of employment being made is a successful completion of a drug/alcohol screening test and physical. Successful completion of a drug/alcohol screening test is defined as test results not detecting the presence of the following drugs: alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, and propoxyphene. If successful completion of a drug/alcohol screening test and/or physical is not obtained, I understand I will not be eligible for hire with Southwest General Construction, Inc.

Applicant Signature: _____ Date: _____

APPLICATION FOR "AT-WILL" EMPLOYMENT

This application must be filled out in its entirety to be considered for employment.

PERSONAL INFORMATION

DATE _____

Name: _____
Last First Middle Social Security #

Present Address: _____
Street City State Zip

Permanent Address: _____
(If different from above address)

Date of Birth: _____ Are you 18 years or older? Yes No

Are you legally permitted to work in the U.S.? Yes No
Place of Birth: City: _____ State: _____

Have you been convicted of a felony or misdemeanor within the last 5 years? Yes No
Describe**: _____

EMPLOYMENT DESIRED

Position	Date you Can Start	Salary Desired \$
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Are you employed now? _____ If so, may we contact your present employer? _____

Have you ever applied at this company before? _____ When? _____

EDUCATION & TRAINING

Name & Location	Years Attended *	Did You Graduate	Subjects Studied
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High School _____

College _____

Apprenticeship Training _____
Trade, Business,
or Correspondence _____

U.S. Military or Naval Service	Rank	Present Membership in National Guard or Reserves
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List any experience and/or skills that might be applicable to the job in which you have applied:

** You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you applied.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FORMER EMPLOYERS

List all employers, starting with the most recent.

Account for all your time regardless of how spent to include military. (Attach additional sheet if necessary)

Date Month & Year	Name, Address & Phone #	Salary	Position	Reason For Leaving
From _____ To _____	_____ _____	\$ _____		
From _____ To _____	_____ _____	\$ _____		
From _____ To _____	_____ _____	\$ _____		
From _____ To _____	_____ _____	\$ _____		
From _____ To _____	_____ _____	\$ _____		
From _____ To _____	_____ _____	\$ _____		

REFERENCES

(Do not include family members)

NAME	ADDRESS	PHONE#	BUSINESS	YEARS ACQUAINTED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DRIVERS LICENSE INFORMATION

(Motor vehicle records checked on all applicants considered for employment)

LICENSE #	STATE	CLASS	ENDORSEMENTS
_____	_____	_____	_____

Restrictions: No Yes If yes explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT:

I certify that answers given herein are true and I understand that an incomplete application will not be considered for employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Interviewed by: _____ Date _____

Comments:

Hired? No Yes Position: _____ Department _____

Salary/Wage: \$ _____ Date reporting to work _____

Notify _____ for review in _____ days.

(Attach interview checklist)

Hired by:



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PO Box 595 Fairacres, NM 88033 Phone (575) 523-5009 Fax (575) 527-0390

Affirmative Action Applicant Data Record

Southwest General Construction, Inc. is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

For use by government contractors

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As an employer/government contractor, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. Refusal to provide this information will not subject you to adverse treatment.

This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment.

(PLEASE PRINT)

Position(s) applied for _____ Date _____

REFERRAL SOURCE

Advertisement Friend Relative Walk-in Employment Agency Other

=====

Applicant Name _____ Phone (____) _____
Last First Middle Area code

Address _____
Street City State Zip code

(over)

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of this information is voluntary.

Check one: Male Female

Race/Ethnic Group: (Check one of the following)

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Race missing or unknown - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Check if any of the following are applicable:

Vietnam Era veteran Disabled veteran Disabled individual

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) sought is/are open: Yes No

Position(s) considered for: _____ Date: _____