**ENMRSH, INC.**

2700 East 7th Street  
 Clovis, NM 88101  
 575.762.3718 (phone)  
 575.763.4158 (fax)  
 enmrsh@enmrsh.org (e-mail)  
 enmrsh.org (web)

# APPLICATION FOR EMPLOYMENT

ENMRSH, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination on any basis including race, color, religion, national origin, age, veteran status, marital status, citizenship, disability, or any other characteristics protected under the law.

**Personal Information**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Present Address</b>	<b>Number</b>	<b>Street</b>
	<b>City</b>	<b>State</b>
	<b>Zip Code</b>	
<b>Permanent Address (If same as above, enter same)</b>		
<b>Telephone Number(s)</b>		<b>Social Security Number</b>

<b>Position Applied For</b>	<b>Salary Desired</b>	<b>Date of Application</b>
<b>How did you learn about us?</b>		
<input type="checkbox"/> <b>Current Employee</b> <small>(First &amp; Last Name)</small> _____	<input type="checkbox"/> <b>Advertisement</b>	<input type="checkbox"/> <b>Friend</b>
		<input type="checkbox"/> <b>Relative</b>
<input type="checkbox"/> <b>Internet</b> <small>(List Website)</small> _____	<input type="checkbox"/> <b>Job Fair</b> <small>(List Location)</small> _____	<input type="checkbox"/> <b>Walk-In</b>
		<input type="checkbox"/> <b>Employment Agency</b>

**Please check "Yes" or "No"**

Are you over 18 years of age?  Yes  No  
*If no, can you provide required proof of your eligibility to work?*  Yes  No

Have you filed an application with us before?  Yes  No  
*If yes, please give date:* \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
*If yes, please give date:* \_\_\_\_\_ *Job title:* \_\_\_\_\_ *Reason for leaving:* \_\_\_\_\_

Are you currently employed?  Yes  No  
*If yes, may we contact your present employer?*  Yes  No

Do you have legal right to work in the United States?  Yes  No  
*Proof of Citizenship or immigration status will be required upon employment.*

On what date would you be available for work? *Date:* \_\_\_\_\_

Are you available to work:  **Full Time**  **Part Time**  **Shift Work (Nights)**  **Temporary**  **Weekends**

Are any relatives employed with us?  Yes  No  
*If yes, please list:* \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job required it?  Yes  No

Have you been convicted of a crime?  **Yes**  **No** Do you have any charges pending?  **Yes**  **No**  
*If yes, please explain:* \_\_\_\_\_

Convictions will not necessarily disqualify an applicant for employment. Each one is considered in relation to the position applied for.

Have you ever been convicted of a DWI or DUI?

Yes  No

If yes, please provide date and explain: \_\_\_\_\_

Please indicate any foreign language you can speak, read, or write fluently. \_\_\_\_\_

Have you served in the U.S. Military?

Yes  No

If yes, what branch?: \_\_\_\_\_

## Employment Experience

Please provide the following information concerning each of your employers, starting with your present or most recent position (the applicant may include in such history and verified work performed on a volunteer basis):

Employer (current or most recent)	Dates Employed		Description of Duties
Address, City, State, Zip	From	To	
Telephone Number(s)			
Job Title or Position	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer (next previous employer)	Dates Employed		Description of Duties
Address, City, State, Zip	From	To	
Telephone Number(s)			
Job Title or Position	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer (next previous employer)	Dates Employed		Description of Duties
Address, City, State, Zip	From	To	
Telephone Number(s)			
Job Title or Position	Hourly Rate / Salary		
Supervisor	Starting	Final	
Reason for Leaving			

If additional space is needed, please continue on a separate sheet of paper.

If there have been gaps in your employment during the last five years, please provide details in the space provided here.

List professional, trade, business or civic activities and offices held. Describe any specialized training, apprenticeship, skills and extracurricular activities (excluding those which, by their name or character, indicate the race, color, religion, sex, age, national origin, martial status, ancestry or handicap).

Summarize special training skills (such as machines, typing, PC skills, language skills, etc.), which you feel may especially qualify you for working with our company.

### Education

Names and Addresses of School	Course of Study	Years Completed	Graduate (Yes or No)	Degree Obtained
High School				
Undergraduate College				
Graduate, Professional or Other				

### Additional Information

Please list three people, who are not related to you and who are not previous supervisors, whom you have known for at least one year and whom we may contact as additional references.

Reference Names	Relationship	Company	Years Known	Address	Area Code & Telephone Number

Note to applicant: DO NOT ANSWER THIS QUESTION UNLESS you have been informed about the requirements of the job for which you are applying.

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job or occupation for which you have applied?  Yes  No

## Applicant's Statement

1. I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or in any interview is sufficient cause to refusal to hire, or dismissal if I have been employed, no matter when discovered by ENMRSH, Inc. Please note that all information is subject to verification.
2. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at-will" and without fixed term, and may be terminated at any time, with or without prior notice, at the option of either the Company or myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by an authorized Company official.
3. If I am offered employment I agree to submit to a medical examination and/or drug test before starting work. If employed, I also agree to submit to a medical examination and/or drug test at any time deemed appropriate by the employer, I consent to such examinations and or tests, and I request that the examining doctor disclose to the Company the results of the examination, which the Company shall keep confidential. I understand that my employment or continued employment, to the extent permitted by applicable law, is contingent upon satisfactory medical examination and/or drug test.
4. I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.
5. I understand that my employment is contingent upon passing an initial background check and passing any subsequent background checks that ENMRSH, Inc. deems necessary.

I certify that I have read, or have had read to me, items 1, 2, 3, 4 and 5 above. I understand the contents and hereby acknowledge receipt of this information.

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**Print Name**

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**Signature**

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**Date**

*Signature is required to be considered for employment.*

## Conditions of Employment at ENMRSH, Inc.

I understand and agree to:

1. Use my private vehicle in performance of my job. I understand that I will be reimbursed mileage.
2. My vehicle must be capable of transporting up to three individuals – not including the driver.
3. Maintain a valid New Mexico Drivers License and maintain an excellent driving record.
4. Maintain liability vehicle insurance and furnish proof of insurance to ENMRSH, Inc. on a regular basis.
5. Report all personal or work related accidents and traffic tickets or DWI to ENMRSH, Inc. immediately (A DWI will result in termination of employment).
6. I will notify my supervisor at ENMRSH, Inc. if I am arrested or charged with a misdemeanor or felony while employed at ENMRSH, Inc.
7. Pass a drug test and remain drug free and agree to random drug testing.
8. Pass a criminal background check and remain a law abiding citizen.
9. Have a personal telephone and provide ENMRSH, Inc. with the number. A message phone through another individual is not sufficient.
10. Have a High School Certificate or GED and be able to read, write, and speak English well.
11. Be flexible as to shift and working locations.
12. Understand that permanent or full time work is not guaranteed.

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**Print Name**

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**Signature**

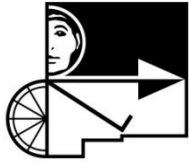
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**Date**

Please complete the back side of the following three pages (do not complete the front side). Our Human Resources Department will mail these employment reference forms to your previous employers.

If you have not had previous employment, write 'Not Applicable' on each form.

The back side of both forms must be filled out for your application to be considered complete. Thank you.



# ENMRSH, INC.

2700 East 7<sup>th</sup> Street  
Clovis, NM 88101

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## For Completion by Applicant's Previous / Current Employer

To Whom It May Concern:

Please verify the information on your current/previous employee's release, which will be on the back of this form or enclosed with this form. If you have any questions regarding this request, please feel free to call our Human Resources Department at 575-762-3718.

Re: \_\_\_\_\_  
Name of Applicant

Please return by mail or fax to: ENMRSH, Inc.  
Human Resources  
P.O. Box 1989  
Clovis, NM 88102

Fax: 575-763-4158, Attn: Human Resources

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1. Are the dates of employment, as stated by the applicant correct?  Yes  No

*If no, what were the dates?:* \_\_\_\_\_

2. Title of position held: \_\_\_\_\_

3. Last Department / Branch assigned to: \_\_\_\_\_

4. Is the last wage rate or monthly salary correct?  Yes  No

*If not, what is the correct wage?:* \_\_\_\_\_

5. A brief summary of duties of last position: \_\_\_\_\_

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6. Was overall performance:  Satisfactory  Unsatisfactory

7. Reason for leaving: \_\_\_\_\_

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8. Type of separation:  Voluntary  Involuntary

9. Eligible for rehire?  Yes  No

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**Signature of person providing information**

**Date**

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**Job Title & Company Name**

**Phone Number**

---

Phone: 575-762-3718 Fax: 575-763-4158 E-mail: [enmrsh@enmrsh.org](mailto:enmrsh@enmrsh.org) Web: [enmrsh.org](http://enmrsh.org)

**For Completion by Applicant**

**Release and Waiver: Written Request for Employment Reference**

*(This form will be mailed by ENMRSH, Inc.'s HR Dept. to the Previous/Current Employer)*

**To:**

\_\_\_\_\_  
*Name of Previous / Current Employer*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip*

**Re:**

\_\_\_\_\_  
*Applicant's Name*

\_\_\_\_\_  
*Social Security Number*

**Dates of Employment:**

*From*

*To*

**Last Wage Rate or Monthly Salary:**

**Reason(s) for Leaving:**

I authorize \_\_\_\_\_ to furnish ENMRSH, Inc. with whatever  
*(Name of Previous / Current Employer)*

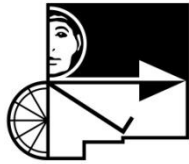
information you may have regarding my employment, including my reason(s) for leaving. I am signing this Release and Waiver voluntarily, and to request that you respond to this reference inquiry, with full and complete information. Since this reference is important part of my application for employment at ENMRSH, Inc., I therefore waive and release

\_\_\_\_\_ from any and all claims or causes of action in law or equity,  
*(Name of Previous / Current Employer)*  
including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*





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Clovis, NM 88102

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*If not, what is the correct wage?:* \_\_\_\_\_

5. A brief summary of duties of last position: \_\_\_\_\_

6. Was overall performance:  Satisfactory  Unsatisfactory

7. Reason for leaving: \_\_\_\_\_

8. Type of separation:  Voluntary  Involuntary

9. Eligible for rehire?  Yes  No

\_\_\_\_\_  
**Signature of person providing information**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Job Title & Company Name**

\_\_\_\_\_  
**Phone Number**

Phone: 575-762-3718

Fax: 575-763-4158

E-mail: [enmrsh@enmrsh.org](mailto:enmrsh@enmrsh.org)

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**To:**

\_\_\_\_\_  
*Name of Previous / Current Employer*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip*

**Re:**

\_\_\_\_\_  
*Applicant's Name*

\_\_\_\_\_  
*Social Security Number*

**Dates of Employment:**

*From* \_\_\_\_\_

*To* \_\_\_\_\_

**Last Wage Rate or Monthly Salary:** \_\_\_\_\_

**Reason(s) for Leaving:** \_\_\_\_\_

I authorize \_\_\_\_\_ to furnish ENMRSH, Inc. with whatever  
*(Name of Previous / Current Employer)*

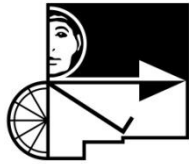
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\_\_\_\_\_ from any and all claims or causes of action in law or equity,  
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including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*



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7. Reason for leaving: \_\_\_\_\_

8. Type of separation:  Voluntary  Involuntary

9. Eligible for rehire?  Yes  No

\_\_\_\_\_  
**Signature of person providing information**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Job Title & Company Name**

\_\_\_\_\_  
**Phone Number**

Phone: 575-762-3718

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**To:**

\_\_\_\_\_  
*Name of Previous / Current Employer*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City State Zip*

**Re:**

\_\_\_\_\_  
*Applicant's Name*

\_\_\_\_\_  
*Social Security Number*

**Dates of Employment:**

*From* \_\_\_\_\_

*To* \_\_\_\_\_

**Last Wage Rate or Monthly Salary:** \_\_\_\_\_

**Reason(s) for Leaving:** \_\_\_\_\_

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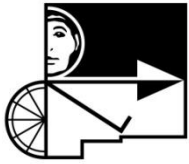
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*(Name of Previous / Current Employer)*

including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*



# ENMRSH, Inc.

## Invitation to Self-Identify – Pre-Employment

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In accordance with Federal regulations relating to Equal Employment Opportunity (EEO) and affirmative action, our firm is prohibited from discrimination in employment practices because of race, color, religion, gender, national origin, veteran status or disability. The following information is required by Federal regulations relating to EEO and affirmative action.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. This information will be kept confidential and will be kept separate from your resume and/or employment application in compliance with EEO and affirmative action Federal regulations.

**Name:**

\_\_\_\_\_

First

Middle

Last

**Date:**

\_\_\_\_\_

**Check One:**

- Male  
 Female

**Are you Hispanic or Latino?**

- Yes  
 No

**If you checked "Yes" to Hispanic/Latino you do not need to respond below.**

**Check One or More:**

- White  
 Black or African American  
 Asian  
 American Indian and Alaska Native  
 Native Hawaiian or Other Pacific Islander