

ENMRSH, INC.

2700 East 7th Street
Clovis, NM 88101
Phone: 575.762.3718
Fax: 575.763.4158 (Attn: HR)
Email: enmrsh.hr@enmrsh.org
Web: enmrsh.org

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

| | | | | | |
|--|--------|------------|---|-------------|----------|
| Last Name | | First Name | | Middle Name | |
| Present Address | Number | Street | City | State | Zip Code |
| Permanent Address (If same as above, enter same) | | | | | |
| Telephone Number(s) | | | Last 4 Digits of Social Security Number ____ _ | | |

| | | |
|---|----------------|---------------------|
| Position Applied For | Salary Desired | Date of Application |
| How did you learn about us? | | |
| <input type="checkbox"/> Current Employee (Write name(s) below) First & Last Name _____ First & Last Name _____ <input type="checkbox"/> Internet (List website) _____ <input type="checkbox"/> Advertisement (Source) _____ <input type="checkbox"/> Job Fair (List location) _____ <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> State Workforce Agency | | |

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, list dates: _____ *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 |
|-----------------------------------|---|----|-----------------------|
| | From | To | |
| Address, City, State, Zip | | | |
| Telephone Number(s) | | | |
| Job Title or Position | Hourly Rate / Salary Starting Final | | |
| Supervisor | | | |
| Reason for Leaving | | | |
| | | | |

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

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

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, marital 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 at least three professional or academic references who are not related to you and whom you have known for at least one year.

| 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.

Print Name

Signature

Date

Signature is required to be considered for employment.

Conditions of Employment at ENMRSH, Inc.

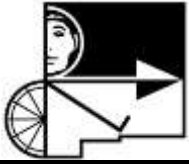
I understand and agree to:

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 Driver's 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.

Print Name

Signature

Date



ENMRSH, Inc.

Pre-Employment Protected Veterans Self-Identification Form

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "**disabled veteran**" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "**recently separated veteran**" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "**active duty wartime or campaign badge veteran**" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "**Armed forces service medal veteran**" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

If you believe you belong to any of the categories of protected veterans listed above, **please indicate by checking the appropriate box below.**

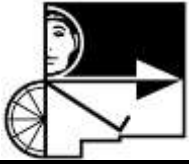
As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I CHOOSE NOT TO SELF-IDENTIFY

Print Name

Date

Signature



ENMRSH, Inc.

Invitation to Self-Identify – Pre-Employment

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