

# Application for Employment



20 First Plaza, Suite 417  
Albuquerque, NM 87102

<http://www.accionnm.org>

Equal Opportunity Employer

If you are an individual with a disability who may wish to request an accommodation to apply for a position, you may contact ACCION New Mexico · Arizona · Colorado (“ACCION”) at 505-243-8844

**ACCION New Mexico · Arizona · Colorado  
Application for Employment**

**Please print or type all information.**

Title of Position Applying for:

Name: (Last, First and Middle Initial)

Soc. Sec. No.

Current Address: Number Street Apt. No.

Bus. Phone No.

City

State

Zip Code

Home Phone No.

**Education**

Circle the highest grade completed

GED 9 10 11 12 Associate's Bachelor's Master's Ph.D.

High School

Graduated: Yes  No

City, State:

College/Technical  
School Name:

Field of study

Degree or Credits

City, State:

College/Technical  
School Name

Field of study

Degree or Credits

City, State

College/Technical  
School Name

Field of study

Degree or Credits

City, State

College/Technical  
School Name

Field of study

Degree or Credits

City, State

**General Skills**

Word Processing/Computer Skills:

0-1  
yr

1-2  
yrs

2+ yrs

List software and years of experience:

License/Certificate (other than Driver's License):

Are you related to any current or former ACCION board member or employee? Yes  No

<b>Background</b>		Attach additional pages if necessary.			
Language other than English in which you are fluent:		<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak	
Language other than English in which you are fluent:		<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak	
Other names you are known by:					
Driver's License #		Type		State	Expiration date
Endorsements			Restrictions		
List all out-of-state moving violation convictions within the last five years. Attach additional pages if necessary.					
Type of Offense	Date	City	State	Action Taken	
Type of Offense	Date	City	State	Action Taken	
<b>Employment History</b>		This section <b>MUST BE COMPLETED</b> even if you are attaching a resume. Since every effort will be made to contact current and previous employers, <i>correct telephone numbers are important. Volunteer work or internships may also be included. Additional employment information may be attached.</i>			
<b>Current or Most Recent Employer</b>				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Address		City	State	Zip Code	Phone Number
Date employed:	From	To	Job Title	Supervisor's Name	
If currently employed, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No				Salary	
Duties:					
Reason for Leaving:					
<b>Second Most Recent Employer</b>				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Address		City	State	Zip Code	Phone Number
Date employed:	From	To	Job Title	Supervisor's Name	

If currently employed, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No				Salary	
Duties:					
Reason for Leaving:					
<b>Third Most Recent Employer</b>				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Address		City	State	Zip Code	Phone Number
Date employed:	From	To	Job Title	Supervisor's Name	
If currently employed, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No				Salary	
Duties:					
Reason for Leaving:					
<b>Fourth Most Recent Employer</b>				<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Address		City	State	Zip Code	Phone Number
Date employed:	From	To	Job Title	Supervisor's Name	
If currently employed, may we contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No				Salary	
Duties:					
Reason for Leaving:					

Please read and sign below:

1. I declare that all statements and answers in this application are true and complete in all respects. I acknowledge and agree that any false statement, misleading answer, omission, concealment, or failure to answer any question fully, completely, and accurately will be grounds for rejecting this application or terminating my employment, if I am hired, regardless of when the information is discovered.
2. I authorize ACCION New Mexico-Arizona-Colorado (“ACCION”) to investigate my references, to communicate with my former employers concerning the same, and to conduct an independent investigation of my character, conduct, employment record, and other matters related to my suitability for employment. Additionally, I release all parties from all liability for any damage that may result from furnishing information to ACCION.
3. I authorize ACCION to request a credit bureau report, and/or other investigative background reports. I understand that the results of this investigation will be kept and preserved. Additionally, I release all parties from all liability for any damage that may result from furnishing information to ACCION. Attached is a separate release for the company doing the background check.
4. If employed, I agree to read the ACCION Employee Handbook and comply with the policies set forth in the Handbook and any revisions to the Handbook.
5. If employed, I agree that upon termination of my employment I will return all ACCION property and records in my possession.
6. If employed, I agree to sign both an Alternative Dispute Resolution Agreement and an Invention Agreement.
7. I understand that all employees of ACCION are employees at will and that if employed, my employment with the organization may be terminated at any time with or without reason or notice.
8. I acknowledge and agree that the foregoing is ACCION’s expression of the terms and conditions of employment, which are subject to change at any time with or without notice. I further acknowledge and agree that no person other than the President/CEO or members of the Board of Directors can modify, change, or amend the terms and conditions set forth above.

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Signature of Applicant

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Date

