



1356 NM 236
Portales, NM 88130
(575) 356-5372 phone

www.nmcch.org
human.resources@nmcch.org

APPLICATION FOR EMPLOYMENT

Thank you for applying with New Mexico Christian Children's Home. Please take a few minutes to fill out this application as competely as possible. If we have an opening we feel fits well with your qualifications, we will contact you soon. Have a very blessed day!

Today's Date:

Date Available for Work:

First Name:

Last Name:

Address:

City, State Zip:

Phone:

Email:

Position Desired: Houseparent Caseworker Maintenance Administrative
 Clerical Other (please specify) :

How did you learn about job opportunities at NMCCH?

Why do you wish to work with us at NMCCH?

Have you ever been employed by another child care agency?

Yes No

If yes, when and where? What were your reasons for leaving?

As a Christian, what do you believe are the most important things you can do to influence a child?

REFERENCE AND EMPLOYMENT INFORMATION

Personal References (List three people who are not your relatives and who know you well. At least one must be a previous or current employer, unless you have never been employed.)

Name: _____ Relationship: _____

Address: _____ Phone #: _____

Name: _____ Relationship: _____

Address: _____ Phone #: _____

Name: _____ Relationship: _____

Address: _____ Phone #: _____

Present and Past Employment record (begin with most recent and go back 10 years, adding sheets if needed)

Name of Business: _____

Address: _____ Phone #: _____

Supervisor: _____ Start/End Dates: _____

Type of work: _____

Reason for leaving: _____

Name of Business: _____

Address: _____ Phone #: _____

Supervisor: _____ Start/End Dates: _____

Type of work: _____

Reason for leaving: _____

Name of Business: _____

Address: _____ Phone #: _____

Supervisor: _____ Start/End Dates: _____

Type of work: _____

Reason for leaving: _____

Name of Business: _____

Address: _____ Phone #: _____

Supervisor: _____ Start/End Dates: _____

Type of work: _____

Reason for leaving: _____

SPECIFIC CONSIDERATIONS FOR POSITIONS AT NMCCH

Secondary Education (circle highest grade completed): 9 10 11 12

Undergraduate Work/Degree years completed: 1 2 3 4 5

Degree Received: Degree Date: _____

Major: Minor:

Graduate Work/Degree years completed: 1 2 3 4 5

Degree Received: Degree Date: _____

Major or Field:

Marital Status: Single Married Divorced Separated

Do you have children? If yes, please list his/her/their ages:

Do you or any family member(s) residing with you drink alcoholic beverages? Yes No

Do you or any family member(s) residing with you use any tobacco products? Yes No

Do you have a history of temper flare-ups or anger management issues? Yes No

If yes, have these ever caused any problems in the home, workplace, or other? Yes No

If yes, please explain:

Please list your hobbies and modes of recreation/relaxation

Please list any of your skills, experiences, or other factors that you feel would be of benefit to NMCCH:

Is there any other general information you would like us to know that has not been addressed?

APPLICANT INSTRUCTIONS:

Make sure you sign and date this application. Mail or email it to NMCCH at the address provided (email is preferred). You may electronically sign this application using the free Adobe Reader, which is available for download by [clicking here](#).

Supply a copy of the provided reference letter form, signed and dated at the top by you, to each of the three references you have listed in your application. If possible, please provide it to them electronically.

Each person receiving the form from you will need to complete the form and provide it directly to us, by mail or email (email is preferred). They must sign and date the form, and provide a phone number at which we can contact them.

Your application will not be considered complete until the three letters have been returned to us.

Should you be considered for employment by NMCCH, you will work with us to complete a national criminal records background check (to include fingerprinting), and a successful outcome of the check is a precondition of your employment.

Should you be considered for employment by NMCCH, as a condition of employment you will be required to provide us with proof of any academic records required by the position for which you are being considered.

If you have a current resume, please mail or email us a copy along with this application.

SIGNATURE SECTION

To the best of my knowledge and belief, the information provided by me in this application is true and correct.

Signature:

Date: