



# EMPLOYMENT APPLICATION

La Vida selects the best qualified candidate for the position regardless of race, color, age, sex, gender, religion, citizenship, national origin, disability, marital status, veteran status or any other status protected by applicable law.

**La Vida Human Resources**  
 P.O. Box 2040,  
 Los Lunas, NM 87031  
 Ph: 505-865-4651 Fax: 505-865-5331  
[www.lvfnm.org](http://www.lvfnm.org)

**Affirmative Action  
 Equal Opportunity Employer**

La Vida Felicidad does not accept Incomplete or Unsolicited Applications  
 Applications only accepted for Open Positions

POSITION APPLIED FOR							APPLICANT PERSONAL/CONTACT DATA				
JOB TITLE							FIRST NAME		M.I.	LAST NAME	
							YOUR AVAILABILITY				
Full Time	Part Time	On Call		Available Start Date							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
30 to 40 Hours Per Week	Less than 30 Hours Per Week	No Guaranteed Hours									
Please mark all days you are available to work							CITY		STATE	ZIP CODE	
Sun	Mon	Tue	Wed	Thur	Fri	Sat					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
							PHONE #		EMAIL ADDRESS		

BACKGROUND INFORMATION				QUALIFICATIONS / ESSENTIAL JOB FUNCTIONS			
Are you legally eligible to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you read the Position Description for the Position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been Terminated for Cause from any past Employment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you meet the <u>Minimum Education Qualifications</u> for the Position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been employed by La Vida Felicidad? If Yes, When?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you meet the <u>Preferred Education Qualifications</u> for the Position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any Friends or Relatives currently working for La Vida Felicidad? If Yes, Who?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you meet the <u>Minimum Experience Qualifications</u> for the Position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any Friends or Relatives currently serving on the La Vida Felicidad Board of Directors? If Yes, Who?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you meet the <u>Preferred Experience Qualifications</u> for the Position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
				Are you able to successfully perform the Essential Job Functions for the position you are applying for?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

HOW DID YOU LEARN ABOUT THIS OPEN POSITION?		
<input type="checkbox"/> - Walk-in Applicant	<input type="checkbox"/> - La Vida Website	<input type="checkbox"/> - Employee Referral (Employee Name):
<input type="checkbox"/> - Re-Hire Previous Employee	<input type="checkbox"/> - Jobing Website	<input type="checkbox"/> - Newspaper Ad (Newspaper Name):
<input type="checkbox"/> - Workforce Solutions Referral	<input type="checkbox"/> - Other Website	<input type="checkbox"/> - Job Fair (Job Fair Name):

**SECONDARY EDUCATION**

Do you have a High School Diploma or GED?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, what is the highest grade you have completed?		
School Name:			Dates Attended: (Years Only)			
					<i>From</i>	<i>To</i>
School Address: (City & State Only)						
	<i>City</i>	<i>State</i>	<i>Zip Code</i>			

**POST SECONDARY EDUCATION**

Do you have an Associate or Bachelor's Degree?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a Master's Degree?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name & Location of Schools (City & State Only)	Dates Attended		Major	Type of Degree Earned			
	From	To					

**SPECIALIZED TRAINING or CERTIFICATION RELEVANT TO THE POSITION**

Do you have Specialized Training?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a Certification or License?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Training/Certification/ or License (List Certification or License Number)	Specialization Dates		School/Company/Organization				
	Issue Date	Expiration Date					

**SPECIALIZED SKILLS RELEVANT TO THE POSITION**

Are you Proficient in a Foreign Language? If Yes, List Language(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you possess effective Problem-Solving skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you possess effective Customer Service Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you possess effective Computer Literacy Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you possess effective Organizational Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you possess Leadership & Management Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you possess effective Time Management Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a valid government issued Driver's License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you possess effective Oral and Written Communication Skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have Military Experience or Expertise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## EMPLOYMENT HISTORY

PLEASE PROVIDE YOUR WORK HISTORY FOR THE PAST **TEN** YEARS  
 EVEN IF YOU PROVIDE A RESUME, PLEASE COMPLETE YOUR WORK HISTORY BELOW  
 START WITH YOUR CURRENT OR MOST RECENT EMPLOYER AND INCLUDE ALL INSTANCES OF UNEMPLOYMENT OR SCHOOL

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT

### Current or Most Recent Employer

Employment Dates		EMPLOYER INFORMATION 1 – Company Name 2 – Company Address (City & State Only) 3 – Company Phone #	JOB TITLE & SUPERVISOR	FINAL SALARY	REASON FOR LEAVING
From (Month/Year)	To (Month/Year)				
		1			
		2			
		3			

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT

### 2<sup>nd</sup> Most Recent Employer

Employment Dates		EMPLOYER INFORMATION 1 – Company Name 2 – Company Address (City & State Only) 3 – Company Phone #	JOB TITLE & SUPERVISOR	FINAL SALARY	REASON FOR LEAVING
From (Month/Year)	To (Month/Year)				
		1			
		2			
		3			

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT

### 3<sup>rd</sup> Most Recent Employer

Employment Dates		EMPLOYER INFORMATION 1 – Company Name 2 – Company Address (City & State Only) 3 – Company Phone #	JOB TITLE & SUPERVISOR	FINAL SALARY	REASON FOR LEAVING
From (Month/Year)	To (Month/Year)				
		1			
		2			
		3			

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT

### 4<sup>th</sup> Most Recent Employer

Employment Dates		EMPLOYER INFORMATION 1 – Company Name 2 – Company Address (City & State Only) 3 – Company Phone #	JOB TITLE & SUPERVISOR	FINAL SALARY	REASON FOR LEAVING
From (Month/Year)	To (Month/Year)				
		1			
		2			
		3			

CONTINUE EMPLOYMENT HISTORY ON A SEPARATE PAGE IF NECESSARY

**PROFESSIONAL REFERENCES**

PLEASE LIST 3 PROFESSIONAL REFERENCES BELOW THAT WE MAY CONTACT WHO ARE FAMILIAR WITH YOUR WORK PERFORMANCE.  
PLEASE DO NOT LIST PERSONAL REFERENCES.

Supervisor or Co-Worker (Please Select One)	1 – Name and 2 – Job Title	1 – Phone # and 2 – Email Address
<input type="checkbox"/> - Supervisor	1	1
<input type="checkbox"/> - Co-Worker	2	2
<input type="checkbox"/> - Supervisor	1	1
<input type="checkbox"/> - Co-Worker	2	2
<input type="checkbox"/> - Supervisor	1	1
<input type="checkbox"/> - Co-Worker	2	2

**APPLICANT ACKNOWLEDGEMENT**

- I authorize La Vida Felicidad, its Representatives, and Affiliates to investigate my past employment; education; experience; references; criminal and civil conviction history; records and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. Further, I understand that employment will be contingent upon successfully passing all required background checks and investigations. I release and indemnify La Vida Felicidad, its Representatives, and Affiliates from all liabilities which might result from making such investigations and background checks. I agree that the information obtained by La Vida Felicidad during its investigation of my background in connection with this application is the sole property of La Vida Felicidad. I agree that La Vida Felicidad is under no obligation to inform me of the results of the information obtained during the investigation except when required by law.
- I understand that nothing contained in this application or any part of La Vida's policies, practices or procedures; conveyed during any interview; or contained in any offer of employment creates an expressed or implied contract of employment or warranty of any benefits between La Vida Felicidad and myself. I understand and agree that if I am employed, my employment will be At-Will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or La Vida Felicidad and that no promises or representations contrary to the foregoing are binding on La Vida Felicidad unless made in writing and signed by me and the La Vida Felicidad Executive Director. Furthermore, I understand that satisfactory completion of my introductory period will not change my status as an at-will employee, and that La Vida Felicidad reserves the right, at its sole discretion, to change any of the terms or conditions of my employment, written or unwritten, without prior notice and that none of such terms or condition of my employment are contractual in nature or binding on La Vida Felicidad.
- I understand that, if hired, my employment will be subject to various guidelines, rules, regulations, policies, practices, and procedures as outlined in La Vida Felicidad employee handbook, policy and/or procedure manuals or other means of communication to employees. I further understand that La Vida Felicidad's employee handbooks, policies & procedures manuals and company employment practices are not to be construed as imposing any binding obligations on La Vida Felicidad, and that they all are subject to modification, change or deletion at any time at the sole discretion of La Vida Felicidad.
- I understand that, if hired, I will be required to provide documentation of both my identity and employment eligibility in the United States in accordance with the Immigration Reform and Control Act of 1986.
- By signing this application for employment, I certify that I have read and understand all parts of this application and the job description for which I am applying. I certify that I have truthfully and completely answered all requested information on this application and that all information on this application, my resume, and any supporting documentation is complete and accurate to the best of my knowledge. I understand that any falsification, omission, misstatements, or misrepresentations of material information given herein or in any other employment-related form or context may be grounds for: 1) rejection as a candidate for employment; 2) rescinding any offer of employment; or 3) termination of employment, regardless of when such falsification, omission, or misrepresentation may be discovered

**Incomplete or unsigned applications will not be accepted or processed.  
La Vida Felicidad does not accept unsolicited applications**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*La Vida selects the best qualified candidate for the job regardless of race, color, age, sex, gender, religion, citizenship, national origin, disability, marital status, veteran status or any other status protected by applicable law. All applicant statements on this application will be carefully verified for accuracy.*