



## Employment Application

Open Hands is an equal opportunity employer. It is the policy of this organization to not discriminate against applicants for employment because of race, color, religion, age, sex, national origin, physical disability, mental disability serious medical condition, spousal affiliation, sexual orientation, gender identity, veteran status or any other basis protected by federal, state or local law, rule or regulation.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever worked for Open Hands before? \_\_\_\_\_

If you answered yes, what dates were you employed? \_\_\_\_\_

Position with Open Hands? \_\_\_\_\_

2976 Rodeo Park Dr. East  
Santa Fe, NM 87505

505-428-2320  
800-396-4528  
Fax 505-428-2361  
[www.openhands.org](http://www.openhands.org)

*Open Hands provides essential services to assist the frail elderly, the disabled, or the economically disadvantaged to live with dignity and independence.*

Reason for Leaving?

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What position are you applying for? \_\_\_\_\_

What date are you available to start? \_\_\_\_\_

Can you provide proof of eligibility to work in the United States? \_\_\_\_\_

If you are under 16 years of age, can you provide us with a work permit? \_\_\_\_\_

Do you have a relative that is currently employed at Open Hands? \_\_\_\_\_

If yes, please provide us with the employee's name \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Do you own a car/truck? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Are you a veteran? \_\_\_\_\_

**Employment Experience**

Start with your present job or last job. Please include any military or volunteer experience.

Employer 1 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly Wage \_\_\_\_\_

Job Duties:

\_\_\_\_\_  
\_\_\_\_\_

Employer 2 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly Wage \_\_\_\_\_

Job Duties:

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Employer 3 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly Wage \_\_\_\_\_

Job Duties:

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Employer 4 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary or Hourly Wage \_\_\_\_\_

Job Duties:

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**Education**

Schools/Colleges Attended                      # Years                      Year Grad.                      Degree

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**Special Qualifications**

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**References**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Years Known \_\_\_\_\_

Work phone: \_\_\_\_\_ Message Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Years Known \_\_\_\_\_

Work phone: \_\_\_\_\_ Message Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Years Known \_\_\_\_\_

Work phone: \_\_\_\_\_ Message Phone \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery or any criminal drug statute? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Are you currently awaiting trial? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract for employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any new full and part time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record requested through the Motor Vehicle Division. I authorize Open Hands to review my driving record and I understand that a poor driving record may disqualify me from operating agency vehicles or drive as a part of my employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Criminal History Affidavit

Most positions with Open Hands involve contact with frail and elderly clients. We ask that you provide us with the information on this form to help us evaluate your suitability to perform the duties of the position that you are applying for at Open Hands. Pursuant to New Mexico State statutes, all applicants for employment are expected to provide us with this information. This document is part of the application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered.

I, being an applicant for, or having been offered a position with Open Hands, certify that this document is a true accurate and full disclosure of my personal and professional background history.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I authorize Open Hands to check my personal and employment history, criminal conviction records, and reference checks. Initials: \_\_\_\_

I understand that any offer of employment is contingent on successful completion of a criminal background check. Initials: \_\_\_\_

Open Hands will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, and how the offense may relate to the position applied for at Open Hands.

I certify that am not awaiting trial. I have never been convicted of any of the offenses described below in this state or any other state. Initials: \_\_\_\_

Are you presently on probation or have been put on probation in this state or any other state? \_\_\_\_

Have you ever been disciplined for misconduct? \_\_\_\_

Have you even been terminated for misconduct? \_\_\_\_

Have you ever been asked to resign from a prior position for misconduct? \_\_\_\_

Are you awaiting trial at this time? \_\_\_\_

Have you ever been convicted of a sex-related offense? \_\_\_\_

OPEN HANDS, INC.

Have you ever been convicted of a drug related offense? \_\_\_\_

Have you ever been charged with sexual abuse of another person? \_\_\_\_

Have you ever been investigated for sexual abuse of another person? \_\_\_\_

If you have said "yes" to any of these questions, please explain in detail. You may be asked to provide us with court documents explaining the disposition.

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