

**THE GUADALUPE COUNTY  
ADMINISTRATION OFFICE IS NOW  
ACCEPTING APPLICATIONS FOR A VAN DRIVER/MAINTENANCE AT  
LA LOMA SENIOR CENTER**

The Guadalupe County Administration Office is now accepting applications for a permanent part time Van Driver/Maintenance person at the La Loma Senior Center. Must have the ability to provide assistance, as needed to senior citizens getting into and out of van. Ability to work with groups and community organizations/Have ability to interact with others in a positive, courteous and professional manner. Responsible for a wide variety of cleaning and general custodial services at the site and outside grounds. (Bilingual English/Spanish) preferred. Must have a valid NM driver's license.

A complete job description is available to all applicants. All applicants will be subject to a thorough background check and must pass thorough drug test.

You may pick up an application at the Guadalupe County Administration office, 130 South 4<sup>th</sup> Street, Santa Rosa, New Mexico 88435 or online at [www.guadalupecountynm.org](http://www.guadalupecountynm.org)

This position is a permanent part-time position (25 hours per week). For more information please call Nancy Arias-Macias at 575-472-3306. Deadline to submit applications will be Monday, August 12, 2019 at 2:00 p.m.

**GUADALUPE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**Purchase Order #**

**RUN TIME WILL BE 08-01-19/08-08-19**

LA Loma Center: Van Driver and maintenance  
 Due August 12, 2019 at 2 PM

# GUADALUPE COUNTY

GUADALUPE COUNTY  
 ADMINISTRATION OFFICE  
 139 SOUTH 4TH STREET  
 SANTA ROSA, NM 88435-2376

## Application for Employment

The Guadalupe County is an Equal Opportunity Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT NEATLY.** Complete the entire application. You may attach a resume, but you must still complete all questions or your application will be deemed incomplete and may not be considered. Complete each box. **DO NOT** indicate "See Resume".

NMLEA Certification # \_\_\_\_\_

<b>Position Applying For:</b>	Name (Last, First, Middle):	Have you ever used a different name for school or employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, Explain:	
Street Address:		City, State & Zip:	
[REDACTED]		Home Phone:	Work Phone:
[REDACTED]		Cell Phone:	
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, explain and provide dates:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	[REDACTED]	
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Have you ever been employed by Guadalupe County?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current Guadalupe County employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, list name & their relationship to you:	
Do you have a valid NM driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, License # and expiration date:	

How did you learn about this employment opportunity? (check all that apply)  Ad in newspaper  
 Job Bulletin  Posting/Walk-in  Website  Dept. of Workforce Solutions  
 Referral by county employee – Employee Name: \_\_\_\_\_  Other

Person to contact in case of an emergency: (Name and phone number)

**EDUCATION**

Name of school	City/State	Did you Graduate?	Credit hours committed	Date of graduation	Degree Received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

**Special Skills:** Please list technical skills, clerical skills, trade skills, etc. relevant to this position.

Include relevant computer systems and software packages of which you have a working knowledge and note your level of proficiency.

**WORK EXPERIENCE:** Please detail your **entire** work history. Begin with your current or most recent employer. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Explain any gaps in employment. Include military or volunteer commitments.

Dates Employed (most recent position)		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
From:	To:	If part-time, # hrs./wk: <input type="checkbox"/>	
Starting Salary:		Organization Name and Address:	
Ending Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	
Dates Employed		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
From:	To:	If part-time, # hrs./wk: <input type="checkbox"/>	
Starting Salary:		Organization Name and Address:	
Ending Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	
Dates Employed		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
From:	To:	If part-time, # hrs./wk: <input type="checkbox"/>	
Starting Salary:		Organization Name and Address:	
Ending Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	
Dates Employed		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
From:	To:	If part-time, # hrs./wk: <input type="checkbox"/>	
Starting Salary:		Organization Name and Address:	
Ending Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

Dates Employed		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title:
From:	To:	If part-time, # hrs./wk: <input type="checkbox"/>	
Starting Salary:		Organization Name and Address:	
Ending Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

**PROFESSIONAL REFERENCES: (Not relatives)**

Name	Address	Phone	Relation

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

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**OFFICE USE ONLY**

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Staff Name \_\_\_\_\_ Date \_\_\_\_\_

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