



PO BOX 1677 · TAOS, NM 87571
 PHONE : 575-758-9595 · FAX : 575-758-2045
 INFO@DREAMTREEPROJECT.ORG · DREAMTREEPROJECT.ORG

EMPLOYMEE INFORMATION

Name: _____ Position Applying For: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

Mailing Address: _____

Are you older than 18: What shifts would you be interested in working: (check all that apply)
 Yes No Day 8 am – 4 pm Evening 4 pm – 12 am Overnight 12 am – 8 am

What position are you seeking: Do you have work experience related to
 Full Time Part Time Sub ONLY teens and/or young adults: Yes No

NM CYFD FINGERPRINT REGISTRATION INFORMATION

The information required below must be obtained solely for the purpose of a criminal background check performed by NM CYFD’s Fingerprinting Background Check. Prospective employees consent to these screenings to ensure that they are not prohibited from employment. Specifically, individuals may be prevented from being employed by DTP for certain prior acts, including but not limited to: DWI offenses, child abuse convictions or crimes committed against children, drug or violence offenses. DTP will not exclude anyone from employment solely on the basis of an arrest for a disqualifying act, but will consider the arrest along with other information to determine whether employment is appropriate.

Date of Birth: _____ Race: _____ Gender: _____

Country of Citizenship: _____ Eye Color: _____ Hair Color: _____

Place of Birth (State Only): _____ Height: _____ Weight: _____

EDUCATION

You will be required to provide proof of your highest education achieved subsequent to high school or GED during your training period. Use a separate piece of paper if there is not enough room provided.

School	Yrs. Completed	Location	Field of Study/Degree	Graduate?

SKILLS & QUALIFICATIONS

Qualifications and work experience related to teens/young adults, homeless shelters, or social work:

Professional licenses, certifications or registrations (including CPR/First Aid certification & CPI Blue card):

Do you speak other languages besides English? If yes, please indicate: _____

BUSINESS & PERSONAL REFERENCES

Please list two business references from the past THREE years and one unrelated personal reference.

Name	Address	Phone Number	Occupation	Years known	DTP Staff Initials

Staff ONLY

EMPLOYMENT HISTORY

Please provide at least THREE years of employment history. List the most recent or current employer first. Include summer or temporary jobs. Be sure all your experience related to this job are listed in the designated area. Use a separate piece of paper if there is not enough room provided.

Current Employer Name:	Position Title, Job Duties, Skills:	Pay Rate:
Employer Address:		Reason for leaving:
Supervisor Name:		Start Date:
Phone Number:		End Date: (If applicable)
Email (if applicable):		
***Can we contact them: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer Name:	Position Title, Job Duties, Skills:	Pay Rate:
Employer Address:		Reason for leaving:
Supervisor Name:		(MM/YYYY)
Phone Number:		Start Date:
Email (if applicable):		End Date:

Employer Name:	Position Title, Job Duties, Skills:	Pay Rate:
Employer Address:		Reason for leaving:
Supervisor Name:		(MM/YYYY)
Phone Number:		Start Date:
Email (if applicable):		End Date:

Employer Name:	Position Title, Job Duties, Skills:	Pay Rate:
Employer Address:		Reason for leaving:
Supervisor Name:		(MM/YYYY)
Phone Number:		Start Date:
Email (if applicable):		End Date:

PERIODS OF NON-EMPLOYMENT

Please list all periods of non-employment after leaving school within the past THREE years. Be sure to provide the approximate start and end date of periods of non-employment if you are unable to give the exact dates. Use a separate piece of paper if there is not enough room provided.

Non-employment Start Date (MM/YYYY)	Non-employment End Date (MM/YYYY)	Explanation For Period of Non-employment

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references will be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.

For employment purposes, you will be required to:

- Supply your Social Security, Passport or other proof of authorization to work in the United States
- Supply your driver's license, driver's vehicle insurance, and proof of highest education achieved
- Complete a criminal background check, using NM CYFD's Fingerprinting Background Check and a drivers' license record report, paid for by DreamTree Project
- Sign and abide by the terms of a conflict of interest agreement and other employee consent forms that derive from DreamTree Project's Policies and Procedures.

I understand and agree to the information shown above.

Signature: _____

Date: _____

Please provide any questions you may have for the hiring Program Director below:

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

