



NEW MEXICO JUDICIAL BRANCH

RESUME SUPPLEMENTAL FORM

Type or print legibly in black or blue ink.

Applicants must submit a resume and Resume Supplemental Form or New Mexico Judicial Branch Application for Employment for each vacancy.

The New Mexico Judicial Branch is committed to a culture of accessibility and supports providing accommodations for applicants and employees with disabilities. If you need reasonable accommodation to complete this application, for any part of the hiring process or at any other time during your employment, call (505) 470-7205, or email: aochrd@nmcourts.gov.

Position Applied For:		Court/Agency Location:		Closing Date:	
Full Time _____	Part Time (indicate # of hours available): _____	Shift	Indicate below if split (day/evening), graveyard, weekends, holidays.	Temporary/Seasonal <input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONAL DATA					
Last Name:		First Name:		Middle Initial:	
Mailing Address:		City:	State:	Zip:	
Cell Phone:	Driver's License #:		State:	Expiration Date:	
Work Phone:					
Home Phone:		College/University Degree:			
E-mail Address:					
Education	High School or GED <input type="checkbox"/> Yes <input type="checkbox"/> No	Vocational Training Field of Study:			
Offer of employment is contingent upon satisfactory proof of identity and legal ability to work in the USA.		Are you legally authorized to work in the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you had prior NM Judicial Branch employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, list dates, court/location, and positions held below.					
Dates		Court/Location		Position	
Do you have a domestic partner, spouse, family member(s) and/or household member(s) who are employed by the New Mexico Judicial Branch? If so, please list their names and relationship(s) to you. <input type="checkbox"/> Yes <input type="checkbox"/> No		Name		Relationship	



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INSTRUCTIONS

- A Resume Supplemental Form along with a complete resume:
 - Must be typed or printed legibly using black or blue ink.
 - Will only be accepted for a current advertised job posting.
 - Must be submitted for each advertised job posting applied for.
 - Must be received by the closing date and time posted in the job posting to be considered.
 - Resume must provide complete employment information.
 - Previous Job Title
 - Name of Employer
 - Employer Address (City, State, Zip, Telephone Number)
 - Supervisor’s Name, Telephone Number, and indicate if we can contact them for a reference check
 - Dates of employment (include month and year).
 - Starting Salary – Final Salary
 - Number of hours worked per week.
 - Number of employees supervised, if applicable.
 - Major responsibilities, duties and applicable experience.
 - Reason for separation.
 - Additional Professional References – List three people who are not previous employers who are familiar with your work. These individuals may be contacted in addition to the listed Supervisors who were marked “yes” to contact.
 - Proof of education, such as diplomas, certificates, licenses, registrations, and/or information required in the job posting must be attached.
 - Please use the exact New Mexico Judicial Branch job title from the job posting.
 - Review your application, ensure they are legible, requested documents attached, and sign and date the form and keep a copy for yourself.
 - Return the completed form to the Judicial Entity to which you are applying and as specified in the job posting.

PLEASE READ CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW

1. I certify that all statements, information and documents provided by me in connection with my application are true, complete and correct to the best of my knowledge and are submitted in good faith.
2. I understand any false statements, omissions or misrepresentations contained in this application or provided in the interview process may disqualify me for employment consideration or may be cause for termination if hired.
3. I authorize any persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other pertinent information they might have, personal or otherwise, with regard to any of the subjects covered in this application, and I release all such parties from all liability for any damages which may result from furnishing such information to you.
4. I hereby authorize the courts to conduct a thorough background check including but not limited to references, employment records, credit checks, criminal convictions and record. I understand that such background checks will only be made upon final selection for hire and that all information will be kept confidential and released only to authorized individuals.
5. I understand that once my application is submitted it becomes a matter of public record.
6. I understand that disclosure of my social security number (SSN) is optional. The agency to which I am applying may use my SSN for administrative tracking purposes and for identification.
7. I understand that the use of illegal drugs is prohibited during employment. If the Judicial policy requires, I am willing to submit to alcohol and/or drug testing to detect the use of alcohol and/or illegal drugs during employment.

<p style="text-align: center;">Applicant’s Signature</p> <p>Please print and sign. If signing electronically, including typing your name into this section, you agree that your signature is the legal equivalent of your manual signature on this agreement.</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">Date</p>
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THE NEW MEXICO JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY EMPLOYER.

The New Mexico Judicial Branch is committed to a work environment that supports, inspires, and respects all individuals and applicants for all positions are considered without regard for race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic.