



HACIENDA

HOME CENTERS, INC.

Hacienda Home Centers

430 S Riverside Dr
Española, NM 87532
Store #(505)753-2131

***NOTE: Please email complete application to
elaine@hhcnm.com or bring printed copy to store
location.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain-

Are you willing to undergo a background check and drug screening, in accordance with New Mexico State Law?
YES ☐ NO ☐

Availability

For which position are you applying for?

What date can you start? _____

Employment type: Full-time ☐ Part-time ☐ Seasonal ☐

Which Schedule are you available for?

Weekends ☐ Evenings ☐ Overtime ☐ Shift ☐ Other ☐ _____

List Languages you are fluent in: _____

Education

High School: _____ Address: _____



HACIENDA

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From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____



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Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

This application is intended for use in evaluating your qualification for employment. This is not an employee contract. False or misleading statements during the interview or on this form may result in terminating the application process or, if discovered after employment, terminating employment. HHC is an equal opportunity employer. All qualified applications will receive consideration without discrimination because of Sex, race, color, age, creed, national origin, ancestry or physical or mental handicaps or disability/ or medical conditions. A felony conviction will not necessarily bar an applicant from employment.

Additional testing of job-related skills or for the presence of illegal substances in your body may be required prior to employment.

After a conditional offer of employment, and prior to reporting to work you are required to submit to a medical review. Depending on the needs of the job you may be required to be examined by medical professional designated by the company. Hacienda Home Centers Inc., employees are employees at will. That means that employment can be terminated at any time, with or without cause at the option of Hacienda Home Centers Inc. or the employee.

If hired, you will not have a contract for employment with Hacienda Home Centers Inc. No one in the company is authorized to orally alter the "at will" status of employment.

I certify that I have read and understand the applicant note above and that the answers given by me to the for going questions and the statements made by me are complete and true. I understand that any false information, omissions, or misrepresentations of facts called for in this application my result in rejection of my application or discharge at anytime during my employment. I authorize the company and/ or its agents including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and MVD driving records. I authorize all persons: schools, company's, and law enforcement authorities to release any information concerning my background and hear by release any said persons, schools, company's, and law enforcement authorities from any liability for any damage for issuing this information. I also understand that the illegal use of drugs is prohibited during employment and that my personal possessions on company property are subject to search with or without reasonable cause.

Signature: _____ Date: _____

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