



APPLICANT QUESTIONNAIRE

These mandatory questions are to be completed by the applicant prior to the interview. All information provided during the interview process, including but not limited to the information provided below, the application and/or resume provided, transcripts, etc. may be verified by TRD.

1. Name: _____ SSN: _____ Date of Birth: _____

2. Other names used: _____

3. Do you have a relative(s) that is employed by the Taxation and Revenue Department? Yes No
If yes, please provide:
Name: _____ Relationship: _____ Division: _____

4. Have you ever been involuntarily dismissed (fired) from employment? Yes No

If yes, provide (Attach additional sheets, if necessary)	Employer Name	Date Dismissed	Reason for Dismissal

5. Have you ever resigned from a position that you held with the Taxation and Revenue Department and/or any other employer pending an investigation and/or notification that you might be dismissed (fired)?
 Yes No If yes, please explain: _____

6. As a Taxation and Revenue Department employee, you are required to file and pay your personal and business taxes in accordance with New Mexico State statutes. Are you current with all required New Mexico State tax filings and payments? Yes No If no, please explain: _____

7. This job may require driving a motor vehicle. If so, do you have a valid drivers' license? Yes No
If no, please explain: _____

8. Do you currently have a business or financial interest that may conflict with this position with the Taxation and Revenue Department (e.g., if you are a tax preparer and have applied for a Tax Compliance Specialist or Tax Accounts Auditor position)? Yes No If yes, please explain: _____

I, _____
Applicant's Name (print)

- Hereby certify that all information provided during the interview process, including but not limited to the information provided on this Employment Statement are true to the best of my knowledge and contain no willful misrepresentation(s) or representation(s) that might not be true if I made a reasonable inquiry into their truthfulness;
- Understand that part of the hiring process consists of an evaluation of an applicant's employment background which may include information as to my character, work habits, academic transcript verification, job performance, experience, and reasons for leaving prior employment;
- Authorize and release from all liability, without reservation, any administrator, state or federal agency, institution, information service bureau, past and present employers, employee, person or persons gathering or furnishing the above-mentioned information, from all claims or actions for loss, liability, damages or expense which may hereafter arise from the disclosure of information pursuant to this authorization; and
- Understand that should the reference and credential check disclose a misrepresentation or improper representation as described above, I will be removed from consideration for the above position or dismissed from employment.

Applicant Signature _____ Date _____



TAXATION
REVENUE &
NEW MEXICO

EMPLOYMENT STATEMENT

I, _____
Applicant Name (Please Print)

- hereby certify that all information provided during the interview process contains no willful misrepresentation(s), including but not limited to the Applicant Questionnaire that I completed today, my application and resume (if applicable);
- understand that evaluative steps may be taken, or documents secured that obtain information as to my character, work habits, academic and job performance, experience, and separation from prior employment;
- authorize investigations concerning: motor vehicle licensing, operation and payment history, New Mexico State tax filing and payment history, and criminal background from various private and public sources and records;
- understand that the FBI will conduct a criminal history review if I am applying for a position that handles or has access to driver license records.
- authorize and release from all liability, without reservation, any law enforcement agency, administrator, state or federal agency, institution, information service bureau, past and present employers, employee, person or persons gathering or furnishing the above-mentioned information, from all claims or actions for loss, liability, damages or expense which may hereafter arise from the disclosure of information pursuant to this authorization; and
- **understand that should any background investigation disclose misrepresentation or falsification, I will be removed from consideration for the position I am interviewing for or dismissed, if I am ultimately selected.**
- **understand that if a criminal history is not within the limits set by the Real ID Act, I will be removed from consideration for the position I am interviewing for or dismissed, if I am ultimately selected.**

Applicant's Signature:

Date:



EMPLOYMENT REFERENCE

Applicant: Please complete areas shaded in light blue. **Supervisor:** Please complete all other areas.

Applicant's Name:	SSN:
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Hiring Supervisor:	Ph.:
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Division:

Reference I

Employer's Name:	Supervisor's Name:	Supervisor's Ph. #:	Date of Contact
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Dates Employed			
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Job Duties			
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Attendance/Punctuality			
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Job Performance			
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Reason for leaving			
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Would you rehire?			
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Reference II

Employer's Name:	Supervisor's Name:	Supervisor's Ph. #:	Date of Contact
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Dates Employed			
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Job Duties			
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Attendance/Punctuality			
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Job Performance			
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Reason for leaving			
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Would you rehire?			
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Reference III

Employer's Name:	Supervisor's Name:	Supervisor's Ph. #:	Date of Contact
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Dates Employed			
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Job Duties			
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Attendance/Punctuality			
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Job Performance			
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Reason for leaving			
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Would you rehire?			
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