

# TULAROSA BASIN TELEPHONE CO., INC. TULAROSA COMMUNICATIONS, INC.

PO Box 550, Tularosa, NM 88352, Phone 575-585-0127



## Employment Application

TBTC/TCI is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, sexual orientation, disability or handicap, or veteran status in accordance with applicable federal, state, and local laws. TBTC/TCI complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

Please list last employer first.

<b>PREVIOUS EMPLOYMENT</b>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>
I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. TBTC/TCI is authorized to make any investigations of my prior education and employment history.
I understand that employment with TBTC/TCI is "at will" which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is constituted on this basis. I understand that no supervisor, manager, or executive of this company other than the president has any authority to alter the foregoing.
Signature _____ Date _____

**This application for employment is good for one year only.  
Consideration for employment after one year requires a new application.**



**TULAROSA BASIN TELEPHONE COMPANY  
TULAROSA COMMUNICATIONS, INC.**

**APPLICANT EEO  
AND  
AFFIRMATIVE ACTION INFORMATION**

It is the policy of Tularosa Basin Telephone Company/Tularosa Communications, Inc. ("TBTC/TCI") to provide equal employment opportunity to all qualified applicants for employment without regard to sex, age, race, color, religion, creed, marital status, sexual orientation, national origin, ancestry, citizenship, liability for service in the Armed Forces of the United States or disability or any other protected classification. Various agencies of the government require employers to invite applicants to identify themselves as indicated below. To enable TBTC/TCI to meet government reporting obligations, it is requested that you complete this personal data form.

**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM NOR WILL IT BE PROVIDED TO YOUR SUPERVISORS. INFORMATION WILL BE USED SOLELY FOR GOVERNMENT REPORTING PURPOSES.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Position Applied for (list only one): \_\_\_\_\_

**1) HOW DID YOU LEARN ABOUT THIS POSITION? (CHECK ONE):**

- Agency Internet Site
- Private Employment Web Site
- Other Internet Site
- Facebook
- Job Fair
- Newspaper
- School or on-campus notice or counselor
- Friend or relative working for this company
- Private Employment Office
- Walk-In
- Other



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**2) Sex (Check One):**

- Male**  
 **Female**  
 **I elect not to identify**

**3) Ethnicity (Check One):**

**Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Not Hispanic or Latino**

**4) Indicate Your Race:**

**White** - a person having origins in any of the original people of Europe, the Middle East or North Africa.

**American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central American), and who maintains tribal affiliation or community attachment.

**Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

**Black or African American** - a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Signature \_\_\_\_\_ Date \_\_\_\_\_