



# 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.  
If you require special accommodations to complete this form, call (505) 827-4810

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 ____ Yes ____ No
<b>PERSONAL DATA</b>				
Last Name:		First Name:		Middle Initial:
Address:		City:	State:	Zip:
Cell Phone:	Work Phone:	Driver's License #:	State:	Expiration Date:
Home Phone:				
E-mail Address:		Social Security #: _____ Disclosure of social security number is optional.		
Education	High School or GED ____ Yes ____ No	Vocational Training Field of Study: _____	College/University Degree: _____	
Offer of employment is conditioned upon satisfactory proof of identity and legal status to work in the USA.		Are you legally authorized to work in the United States of America? ____ Yes ____ No	Visa Type:	Visa #:
Have you ever been employed by the NM Judicial Branch?    Yes    No				
Dates		Location		Position
If you have a domestic partner, spouse, family members and/or household members who are employed by the New Mexico Judicial Branch, please list their names and relationship(s) to you.		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 current advertised vacancies.
  - Must be submitted for each advertised vacancy applied for.
  - Must be received by the closing date and time posted in the advertisement 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
  - 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.
- References – List three people who are not previous employers who are familiar with your work.
- Any diplomas, certificates and/or licenses required for the position must be attached.
- The completion of this Resume Supplemental Form along with a complete resume represents your ability to follow directions and provide written communication.
- An incomplete Resume Supplemental Form, resume and/or lack of appropriate education, licensure or training attachments required for the vacant position will disqualify the applicant.
- Incomplete or illegible information will not be processed.
- Use exact New Mexico Judicial Branch job title from the vacancy announcement.
- Sign and date the form and keep a copy for yourself.
- Return completed form to the judicial entity to which you are applying or to the Administrative Office of the Courts Human Resources Division, as specified in the position announcement.

### 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.

<b>Applicant's Signature</b>	<b>Date</b>

THE NEW MEXICO JUDICIAL BRANCH IS AN EQUAL OPPORTUNITY EMPLOYER

New Mexico Judicial Branch  
Resume Supplemental Form  
Dev: 9/18/09, Rev: 5/18/10