

AOC HR APPLICATION/RESUME CHECK LIST

POSITION APPLIED FOR: _____ **STATUS:** _____

JUDICIAL ENTITY: _____

POSTED: _____ **TO** _____

APPLICANT'S NAME: _____

INSTRUCTIONS: Check boxes YES or NO for items listed below. If NO is checked the application may be rejected. AOC HR Administrators should use their discretion if a NO is indicated for questions 1, 2(a) and 4.

1. Is Application/Resume typed or printed legibly in black or blue ink?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
a. Is each Application/Resume for a current advertised position using the exact NM Judicial Branch title from the vacancy announcement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b. Is the Application/Resume stamped in on or before the advertised closing date?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Is the employment information complete? (If a resume was submitted, reference Resume Supplemental Form Instructions.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Is applicant's proof of education or required certifications attached upon submittal?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Is Application/Resume Supplemental Form signed and dated by applicant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ADDITIONAL APPLICANT INFORMATION		
Is applicant legally authorized to work in the USA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has applicant had prior NM Judicial Branch employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does applicant have a domestic partner, spouse, family members, and/or household members currently employed by the NM Judicial Branch?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has applicant been convicted of, or is currently under indictment for, or charged with any felony, larceny or misdemeanor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
APPLICATION/RESUME ACCEPTED OR REJECTED.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

ADDITIONAL COMMENTS:

AOC HR Administrator: _____ **DATE:** _____