



DOÑA ANA COUNTY JOB APPLICATION INSTRUCTIONS

Application Intake Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

845 N. Motel Blvd., Las Cruces, NM 88007
(575) 647-7210 ☎ Toll – Free (877) 827-7200 ☎ Fax (575) 525-5888
Job Line (575) 647-7297 ☎ TTY / TDD (575) 525-5951
<http://www.donaanacounty.org/hr/>

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION FOR EMPLOYMENT.

- A. Applications are only accepted for positions posted. **APPLICANTS MUST SUBMIT A SEPARATE APPLICATION FOR EACH POSTION.** Copies of applications with an original signature will be accepted. Indicate the exact position title and posting number for the position you are applying for on your application.
- B. Completed applications MUST BE received before 5:00 p.m. on the position closing date.
- C. Applicants must submit a Doña Ana County Application Form. Resumes are to support an application only and will not be processed without a completed Doña Ana County Application.
- D. Applications must be typed or written in black or blue ink. Be as accurate and legible as possible. Incomplete or illegible applications will be rejected.
- E. Applications must provide all relevant information regarding education and work experiences, places and dates of employment (month/year), position(s) held, duties and responsibilities, training or academic study and any licensure and/or certifications. Credit for volunteer work will be given if included as part of the employment history section of the application.
- F. In order to receive credit for education (diploma, GED, or degree), training, occupational/vocational license or certification, evidence of it in the form of copies of supporting documents must be attached or received no later than 5 p.m. on the closing date. **Education cannot be credited without copies of supporting documents.**
- G. Applications and attachments become the official property of Doña Ana County and cannot be returned, reused, or copied after being submitted.
- H. Please complete the applicant's certification and release of information sections of the application.
- I. Completed applications may be hand-delivered, mailed or faxed to (575) 525-5888 to arrive by the closing date.
- J. Certification. If e-mailing an application, check the box for electronic signature and e-mail all necessary documents to dachr@donaanacounty.org only.

This application is available in alternate formats.

Doña Ana County will make reasonable accommodations for the known physical or mental limitations of an applicant or employee with a disability **upon request** unless the accommodation(s) would cause an undue hardship on the operation of the County. Please see our Public Notice of Employment Practices for full details which is located on the Doña Ana County Human Resources website.