



Supplemental Employment Information

Human Resources Division

Important: This form **must be fully and accurately completed**, including signature and date signed. Carefully read Signature Certification and Authorization section on page 3.

Full Legal Name (<i>Last, First, Middle</i>)	Any other name under which you have been employed	Date
Cell Phone	Email Address	Social Security Number
Permanent Address (<i>Street, City, State, Zip Code</i>)		Telephone Number ()
Present or School Address (<i>Street, City, State, Zip Code</i>)		Telephone Number ()
Where can you be contacted, Monday through Friday, 8:00 a.m. to 5:00 p.m.		Telephone Number ()

Former Federal Employees

Have you ever been a civilian or military employee of the Federal Government? Yes No
 If yes, please complete questions a–c of this section.

a. Are you, or have you ever been, a Senior or Very Senior civilian or military official of the Federal Government (see U.S.C. 5311-5318, 4 CFR 2641)? Yes No

b. Were you ever personally involved in a matter affecting Los Alamos National Laboratory, including any procurements where LANS was or is a competitor? Yes No

c. Have you ever received ethics advice from a Designated Agency Ethics Official or other government official with respect to any applicable limitations on your post-government employment? Yes No

If you answered Yes to a, b, or c, please complete the Los Alamos National Laboratory Applicant Disclosure Form ([Form 1977](#)) and submit with this form. Contact Human Resources (505) 664-6947 to obtain a hardcopy.

Employment History

Account for all employment for the last 10 years, including U.S. Military Service. Indicate average number of hours worked per week for any positions less than full-time. Attach supplemental sheets if necessary. Start with your most recent position and work backward. For time unemployed or in school, furnish dates and addresses under additional information on page 3.

From (<i>Month/Year</i>)	To (<i>Month/Year</i>)	Hours Per Week
Name and Address of Present Employer		
Name of Supervisor	(<i>May we contact at this time?</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Number ()
Your Job Title	Reason for Leaving	
From (<i>Month/Year</i>)	To (<i>Month/Year</i>)	Hours Per Week
Name and Address of Employer		Reason for Leaving
From (<i>Month/Year</i>)	To (<i>Month/Year</i>)	Hours Per Week
Name and Address of Employer		Reason for Leaving
From (<i>Month/Year</i>)	To (<i>Month/Year</i>)	Hours Per Week
Name and Address of Employer		Reason for Leaving

Salary Expectation (optional):

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For any of the following questions that you answer "Yes," provide the information required under Additional Information on page 3

1. Have you signed a nondisclosure agreement such as a patent agreement? Yes No
 If No, do you anticipate that you will have to sign one? Yes No

2. Have you ever been employed by Los Alamos National Laboratory? Yes No
 If Yes, indicate Group/Division, Job Title, dates, and reason for leaving.

3. Have you had a security clearance granted by the Department of Energy (DOE), Energy Research and Development Administration, Atomic Energy Commission, Department of Defense (DoD), Department of Justice (DOJ), Central Intelligence Agency (CIA), or other federal government agency?
 Yes, complete section a and b No, proceed to question # 4

a. What type of security clearance was it?
 DOE DoD DOJ
 Other: _____

b. What is the status of your security clearance?
 Active Inactive: Clearance Termination
 If inactive give the reason why it is inactive.
 Reason: _____

4. Have you ever been convicted of a felony?
 Yes No If Yes, please provide the date and place of occurrence.

5. Has a Court required you to satisfy conditions of probation (in New Mexico this is called an Order of Conditional Discharge) so that a felony conviction would not be entered on your record?
 Yes No If Yes, please furnish details.

6. Are you a veteran? Yes No Date of Discharge: _____
 If Yes, please complete [IRS Form 8850](#) and submit along with the completed Form 902. Note: you may be asked to provide a copy of your DD Form 214. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

7. Do you have household members who are receiving relocation benefits or have been offered employment that qualifies for relocation benefits from Los Alamos National Laboratory? Yes No
 If yes, give their names: _____

Personal Data

Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Between 16 and 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: Employment of Foreign Nationals requires DOE approval.	Country of Birth
Do you have near-relatives employed by the Laboratory (<i>spouse, parents, children, brothers, sisters, step-relatives, and in-laws in the same relationship</i>)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give their names and their Laboratory groups: _____			

References

List three references pertaining to your past employment, education or character, e.g., former supervisors and faculty members.

Name	Telephone Number ()	Relationship
Address (<i>City, State, Zip Code</i>)		
Name	Telephone Number ()	Relationship
Address (<i>City, State, Zip Code</i>)		
Name	Telephone Number ()	Relationship
Address (<i>City, State, Zip Code</i>)		

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Education and Training

For attendance at a college, university, vocational school, apprenticeship program, or technical institute, give the information requested for each under-graduate and graduate degree. If you did not receive a degree but have some college training, please give dates of attendance and total hours completed. If no college, give HS diploma or GED, date, and location.

School			School		
City		State	City		State
From (Month/Year)	To (Month/Year)	No. of Credit Hrs.	From (Month/Year)	To (Month/Year)	No. of Credit Hrs
Major		Minor	Major		Minor
Degree		Date Granted or Expected	Degree		Date Granted or Expected
School			School		
City		State	City		State
From (Month/Year)	To (Month/Year)	No. of Credit Hrs.	From (Month/Year)	To (Month/Year)	No. of Credit Hrs
Major		Minor	Major		Minor
Degree		Date Granted or Expected	Degree		Date Granted or Expected

Undergraduate Grade Point Average _____ Where A = _____	Graduate Grade Point Average _____ Where A = _____
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Additional Information

To explain the YES answers on page 1 of this form, include the number of the question to which you are responding. This space may also be used to describe any relevant volunteer work experience and time unemployed or in school. *(Indicate approximate number of hours worked per month.)* Use this space for additional information about near-relatives. Attach additional sheets if necessary.

Employment History continued

From (Month/Year)	To (Month/Year)	Hours Per Week
Name and Address of Employer		Reason for Leaving
From (Month/Year)	To (Month/Year)	Hours Per Week
Name and Address of Employer		Reason for Leaving

Signature Certification and Authorization

I certify that the information on this document is correct and complete to the best of my knowledge and belief. In the event of employment, I understand that false or misleading information or omission given in my resume, interview(s), or related correspondence may result in discharge. I am also authorizing the release of information to the Los Alamos National Laboratory by any party for the purpose of verifying the information I have provided.

Print Name (Last, First, Middle)	Signature	Date
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The following information pertains to the Supplemental Employment Information you are now being asked to furnish.

The Laboratory requests information on this form in order to determine your qualifications for employment. The Personnel Records Section is responsible for maintaining the information contained on this form. Furnishing the requested information is voluntary. Failure to provide all or part of the information may result in an inability to give further consideration for possible Laboratory employment. The information you furnish may be used by Laboratory staff responsible for employment decisions and personnel administration functions.

IRCA Compliance

Under Federal Law, the Los Alamos National Laboratory may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

Affirmative Action/Equal Employment Opportunity (AA/EEO) Information

The Los Alamos National Security, LLC, in compliance with Titles VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does LANS, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition, their ancestry, or their marital status; nor does LANS discriminate on the basis of citizenship, within the limits imposed by law or LANS policy; nor does LANS discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission, access, and treatment in the Laboratory programs and activities and application for and treatment in LANS employment. In conformance with LANS policy and pursuant to Executive Orders 11246 and 11375, Sections 503 and 504 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Readjustment Act of 1974, Los Alamos National Security, LLC is an affirmative action/equal opportunity employer.

Inquiries regarding LANS Affirmative Action and Equal Employment Opportunity policies may be directed to:
Equal Employment Opportunity Officer, Los Alamos, National Laboratory
Los Alamos, New Mexico 87545
(505) 667-2602/Mail Stop P124

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