



Teradactyl, LLC.
Human Resources Department
2301 Yale Blvd. S.E., Suite C-7
Albuquerque, NM 87106-4352
Phone: (505) 242-1091

APPLICANT No.
For office use only
Date Received – Stamp Here

Employment Application
PLEASE PRINT LEGIBLY IN BLACK INK OR TYPE!

E-Mail: employment@teradactyl.com (MS Word 2000/XP or Adobe Acrobat 7.0 or above)

EMPLOYMENT APPLICATION INSTRUCTIONS:

A separate application must be submitted for each position. Application must be received in the Human Resources Department on or before the filing deadline date, provided one is specified in the job posting. Applications for summer only positions are due April 15th. Applications for paid semester positions are due July 15th for Fall Semesters and November 15th for Spring Semesters. Applications for unpaid internships are welcome any time. Consultants & Contractors should NOT complete this form but contact vendors@teradactyl.com for information.

POSITION DESIRED _____ U.S. Citizen? Yes No
JOB TITLE (if applicable): _____

PERSONAL DATA

Name:

Last	(Sr., Jr., Etc.)	First	Middle	Social Security #
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Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Home Phone: (____) _____ Alternate Phone: (____) _____ E-Mail Address: _____

Have you had prior employment with Teradactyl? Yes No
Dates Employed _____ to _____ Department _____ Title _____

Do you have relatives currently employed at Teradactyl? Yes No
Name _____ Relationship _____ Department _____

Are you on preferential rehire as a result of layoff from Teradactyl? Yes No

ALL offers of employment are conditioned upon satisfactory proof of identity & legal ability to work in the U.S.A.
Are you legally authorized to work in the United States of America? Yes No

Check all categories you are willing to work: Full Time Part Time Internship
Summer Semester (Fall/Spring) Days Evenings Nights Weekends

EDUCATION AND JOB-RELATED TRAINING - Mark Highest Level Completed

Some HS HS/GED Associate Bachelor Master Doctoral
Technical/Business/Trade School Yes No Hours _____
Area of Course Work _____
If you are still in College or Graduate School Please List Current Status _____

Please list any academic distinctions or awards:

Please list any hobbies or activities:

NOTE TO APPLICANTS: Use this application to demonstrate how your education, training, and experience are relevant to the requirements of the job for which you are applying. A complete and accurate application for the desired job is the responsibility of the applicant. Direct all questions concerning how to complete this application via e-mail only to employment@teradactyl.com



MILITARY SERVICE _____ to _____ Present Status Active Reserve Other
Military Branch _____ Job Title/Position at Discharge _____

Special military skills or training:

Do you have government security clearance? Yes No Clearance Level _____

Note: this information is required for reporting purposes to the US Government. You are required to disclose this information if you hold a security clearance as a condition of employment with Teradactyl.

Have you ever been convicted of a felony? Yes No

If "YES," give circumstances and dates:

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

List 3 professional references:

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Home Phone: () _____ Alternate Phone: () _____ E-Mail Address: _____

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Home Phone: () _____ Alternate Phone: () _____ E-Mail Address: _____

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Home Phone: () _____ Alternate Phone: () _____ E-Mail Address: _____

Internships (Complete ONLY if applicable):

Have you applied for a prior internship? Yes No
If yes, did you successfully complete it? Yes No
Does your institution require an internship contract? Yes No

Please describe your internship objectives (include an additional sheet or other materials as necessary)



Work Experience

Please provide a full accounting of your work experience since high school. If job related, include military service and volunteer work. If you were known by another name at a previous place of employment, please state the other name and date of use. [Please print or type in black ink]

Present employer:

Name of present employer: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Reason for wanting new job: _____

Can present employer be contacted? Yes No
Name of Supervisor/Manager: _____ Phone # () _____
Current Position: _____ Salary/Pay Rate \$ _____

Past employers:

Name of previous employer: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Dates of employment: From: _____ To: _____
Can previous employer be contacted? Yes No
Name of Supervisor/Manager _____ Phone # () _____
Prior Position: _____ Salary/Pay Rate \$ _____
Reason for leaving: _____

Name of previous employer: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Dates of employment: From: _____ To: _____
Can previous employer be contacted? Yes No
Name of Supervisor/Manager _____ Phone # () _____
Prior Position: _____ Salary/Pay Rate \$ _____
Reason for leaving: _____

Name of previous employer: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Dates of employment: From: _____ To: _____
Can previous employer be contacted? Yes No
Name of Supervisor/Manager _____ Phone # () _____
Prior Position: _____ Salary/Pay Rate \$ _____
Reason for leaving: _____

Name of previous employer: _____
Street Address: _____
City: _____ State: _____ Zip Code + 4: _____
Dates of employment: From: _____ To: _____
Can previous employer be contacted? Yes No
Name of Supervisor/Manager _____ Phone # () _____
Prior Position: _____ Salary/Pay Rate \$ _____
Reason for leaving: _____

[PLEASE USE ADDITIONAL SHEET IF NECESSARY]



Skills: Describe the skills you have that you believe are of value to the position applied for (for example, machines operated, typing speed, programming languages, security experience etc.). Use additional sheets if necessary.

Operating Systems and Network File Systems you are experienced in using and/or administrating:

<input type="checkbox"/> BeOS	<input type="checkbox"/> NCR	<input type="checkbox"/> SunOS	<input type="checkbox"/> AFS
<input type="checkbox"/> BSD/OS	<input type="checkbox"/> NetBSD	<input type="checkbox"/> ULTRIX	<input type="checkbox"/> Arla
<input type="checkbox"/> DG/UX	<input type="checkbox"/> NeXTStep	<input type="checkbox"/> UNIXWARE	<input type="checkbox"/> DFS
<input type="checkbox"/> Digital UNIX	<input type="checkbox"/> OpenBSD	<input type="checkbox"/> VMS	<input type="checkbox"/> NAS
<input type="checkbox"/> FreeBSD	<input type="checkbox"/> OS/2	<input type="checkbox"/> Windows NT/2000	<input type="checkbox"/> Netware
<input type="checkbox"/> HP-UX	<input type="checkbox"/> OS/400	<input type="checkbox"/> Windows XP	<input type="checkbox"/> NFS
<input type="checkbox"/> IBM AIX	<input type="checkbox"/> SCO UNIX	<input type="checkbox"/> Windows 2003	<input type="checkbox"/> SAN
<input type="checkbox"/> Linux	<input type="checkbox"/> SGI IRIX	<input type="checkbox"/> Windows Vista	<input type="checkbox"/> Other Specify _____
<input type="checkbox"/> MacOS	<input type="checkbox"/> Solaris	<input type="checkbox"/> None	
<input type="checkbox"/> Minix	<input type="checkbox"/> SVR4.x UNIX	<input type="checkbox"/> Other Specify _____	

Databases you are experienced in using and/or administrating:

<input type="checkbox"/> Oracle	<input type="checkbox"/> Informix	<input type="checkbox"/> None
<input type="checkbox"/> SQL	<input type="checkbox"/> Access	<input type="checkbox"/> Other Specify _____

List software applications you are experienced in using or administrating (check highest level of competence):

_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>

List software development applications you are experienced in using (check highest level of competence):

_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>
_____	Basic	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Expert	<input type="checkbox"/>

POLICY ON CONFIDENTIALITY OF EMPLOYMENT APPLICATIONS
Effective January 1, 2005

All those involved in the personnel recruitment process at Teradactyl shall keep confidential the identity of candidates for employment and the deliberations of those responsible for screening candidates, except as provided in this policy or as required by applicable state or federal law. This policy applies not only to those with a designated role in the screening process but also to any other employee of Teradactyl who may become aware of the identity of a candidate or the details of the deliberations. For purposes of this policy "candidates" shall include either applicants or nominees for positions at Teradactyl.

The identity and resume/curriculum vitae of a candidate shall be made available, upon request, when interviews have been scheduled between that candidate and the appropriate hiring official or between the candidate and any two or more members of a search committee. For purposes of this policy, the term "interviews" shall include meetings or discussions in which the hiring official or two or more members of a search committee participate, either at the same time or in a series, and shall include discussions by telephone.

All candidates who are invited for interviews, as defined herein, shall first be advised of this policy in writing and shall be given the opportunity either to continue in the search or to withdraw. The names and resumes/curriculum vitae of candidates who withdraw shall be kept confidential.

All requests for names of candidates for Teradactyl employment shall be referred to the Teradactyl New Mexico Human Resource office. A representative of Human Resources shall confer with the hiring official and shall then respond to the inquiry as appropriate.

Under all circumstances, letters of reference, the deliberations of the search committee, and other similar evaluative materials shall be kept confidential with respect to all candidates.

I authorize Teradactyl, LLC. to use the information and statements contained in this application to determine my qualifications for employment. I authorize Teradactyl, LLC. to make inquiries of my former employers except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize Teradactyl, LLC. to conduct additional, secondary reference checks which may include reference referrals from previous employers.

If I am a current or former Teradactyl, LLC. employee, I authorize Teradactyl to make my personnel file available for review by appropriate Teradactyl hiring officials.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire. This may include but is not limited to, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by assignments with the Department of Defense, Department of Energy, Department of Homeland Security, and/or other federal and state contracts or working with clients who have a drug-testing program in place for their personnel. I also understand that Teradactyl may require medical, psychological and/or physical demands examinations for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the Teradactyl vacancy announcement or in Teradactyl Policies and Procedures.

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment will result in my termination. I release Teradactyl, LLC. and other persons or entities from any claims that might be based on Teradactyl's decision to conduct a back ground check.

If hired, I agree to abide by the policies and procedures of Teradactyl, LLC.

Name (Print or type)

Applicants Signature

Date

A copy or facsimile will be considered the same as an original signature

Additional Information

A current resume and letter of introduction is strongly encouraged. We wish to gather as much information as possible when comparing candidates. Teradactyl will maintain your information for active consideration for six months from the date we receive your application. If you are not granted a position by that time (either paid or an unpaid internship) you are welcome to repeat the application process.

The State of New Mexico offers employers incentives for hiring and training of residents. New Mexico has one of the most aggressive training incentive packages in the country. The Job Training Incentive Program (JTIP) funds classroom and on-the-job-training for newly created jobs in expanding or relocating businesses for up to six months. The program reimburses 50 to 70 percent of employee wages and required travel expenses. Custom training at a New Mexico public educational institution may also be covered.

Eligibility Requirements

Eligibility for JTIP funds depends on the company's business, the role of the newly created jobs in that business, and the trainees themselves.

Company Eligibility

Two categories of business are eligible for consideration (we meet this criteria):

1. Companies that manufacture or produce a product in New Mexico.
2. Non-retail service companies that export a substantial percentage of services out of state (60 percent + of revenues and/or customer base).

The company must be financially sound and must be creating new jobs as a result of expansion or relocation to the State of New Mexico.

Job Eligibility

Jobs eligible for funding through JTIP must be:

1. Full time (minimum of 32 hours/week)
2. Year-round
3. Directly related to the creation of the product or service. (One in ten positions applied for may be outside product/service creation.)
4. Trainees must be guaranteed full-time employment upon successful completion of the training program.

Trainee Eligibility

To be eligible for funding under JTIP, trainees must be:

1. New hires to the company
2. Residents of the State of New Mexico for at least one year at any time prior to employment in an eligible position.
3. Trainees must also not have left high school in the three months prior to employment, unless they have graduated or completed a GED.

Notice to New Mexico Students

Teradactyl is actively seeking college sophomores, juniors, and seniors planning on immediately entering a New Mexico graduate school who are interested in the potential for long term future employment. Participating in our summer jobs or internship programs (paid or unpaid) is of significant benefit to both Teradactyl and the applicant in determining if we work well together. Your participation in this program or a commitment to long term employment is NOT required for consideration for employment. If, however, you are interested in joining our team after graduation, we ask that you make this information known to your manager.

Teradactyl offers students significant flexibility in work schedules to accommodate your academic class schedule and exams. Teradactyl is an organization that values research and education. To the extent that it is practical, we will give you time off or permit you to work outside of normal business hours (Solely at Teradactyl's discretion) provided you give us at least three weeks notice.

Equal Opportunity Employer Statement

Teradactyl LLC. is committed to providing equal opportunity employment opportunities to candidates and employees without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.