Dear Applicant:

Thank you for your interest in employment with the Pueblo of Jemez. In order for your application to be given full consideration, please consider the following:

1. Complete the attached Pueblo of Jemez employment application accurately and legibly in pen or typewritten. *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.*
2. ***For each vacancy applying***, ***submit a separate application***. HR is no longer responsible for making copies.
3. Provide a copy of your degree(s), certificate(s), or licensure(s) as required.
4. Account for all time periods in the last ten years.
5. A resume may accompany the application. However, a resume cannot be substituted for your employment application. *Do not put "See Resume" on your application.*
6. List your former employers, including company name, address, phone number, supervisor's name and reason for leaving. ***Furnish all other information as requested.***
7. After completing the application, check it for accuracy. Sign and date the application.
8. Applications received after the closing date will not be considered.
9. If an interview is warranted, you shall be contacted by the HR staff. Therefore***, it is very important that you leave a telephone number where you can be reached.***
10. All correspondence and/or questions related to your employment application must be directed to the HR Office at (505) 834-7359 ext. 106 or 121.
11. If you wish to be considered for a temporary position, indicate "yes" on #14. Your application shall be considered for position(s) of temporary nature.
12. Make a copy of your application and all attachments.

If you have any questions, please contact the HR Office at (505) 834-7359 ext. 121 or 106 or email address: HR@jemezpueblo.org

APPLICATION FOR EMPLOYMENT

PUEBLO OF JEMEZ
P.O. BOX 100
JEMEZ PUEBLO, NEW MEXICO 87024

How did you find out about this job: Walatowa Newsletter ☐ Newspaper ☐ Post Office ☐
Other Tribal Programs ☐ Health Clinic Posting ☐ Dental Clinic Posting ☐ Civic Center Posting ☐
Other ☐ (Explain _____)

GENERAL INFORMATION

1. **Date of Application:** _____

2. **Position Applying/Vacancy Announcement # :**_____

3. _____
   Last Name First Name MI Social Security #

4. _____
   Address City State Zip Code

5. **Telephone Number: Home:**_____ **Work:** _____
   (You must list a number where to contact you.)

6. **Date of Birth (Optional):**_____ **If under 18 years of age, check here ☐**

7. **Gender (Optional) ☐ Female ☐ Male**

8. **Are you an enrolled member of Jemez PUEBLO ☐ Yes ☐ No**

9. **If No, What is your tribal affiliation, if any?** _____

10. **Have you ever been employed by this organization? ☐ Yes ☐ No**

11. **If Yes, provide date(s) of employment:**_____

12. **On what date would you be available for hire?** _____

13. **Are you available to work: ☐ Full Time ☐ Part Time**

14. **Would you like to be considered for temporary position/Application Pool? ☐ Yes ☐ No**

15. **Are you currently employed? ☐ Yes ☐ No 16. May we contact your present Employer? ☐ Yes ☐ No**

17. **Do you have a valid driver's license? ☐ Yes ☐ No**

18. **Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No**

19. **If Yes, please explain (conviction will not necessarily disqualify an applicant from employment).**
    _____

EDUCATION

20. Please attach a copy of your degree(s) or certificate(s) of completion, licensure(s) as required.

	Name / Address of School	Course of Study	Dates Attended	Diploma/Degree Yes/No
Elementary School			-	
High School			-	
Undergraduate College			-	
Graduate Professional			-	
Vocational School			-	
Other			-	

21. Indicate languages other than English you can speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

ADDITIONAL INFORMATION

22. Other specialized skills. Summarize special job-related and qualifications acquired from employment or experience. List equipment, machinery etc. you can operate.

23. List professional, trade, business or civic activities and offices held.

24. EMPLOYMENT EXPERIENCE

a. Employer/Address	Dates Employed	Salary
_____ _____	From:_____ To: _____	Starting:_____ Final: _____ # Hrs. per week:
Supervisor:		
Telephone #:	Title of Position:	
Reason for Leaving:		
Essential duties performed: _____		

a. Employer/Address	Dates Employed	Salary
_____ _____	From:_____ To: _____	Starting:_____ Final: _____ # Hrs. per week:
Supervisor:		
Telephone #:	Title of Position:	
Reason for Leaving:		
Essential duties performed: _____		

a. Employer/Address	Dates Employed	Salary
_____ _____	From:_____ To: _____	Starting:_____ Final: _____ # Hrs. per week:
Supervisor:		
Telephone #:	Title of Position:	
Reason for Leaving:		
Essential duties performed: _____		

25. State any additional information you feel may be helpful to us in considering your application.
_____
_____
_____
_____
_____
_____

REFERENCES

26. List 3 people *who are not related to you and are not supervisors listed under Employment Experience* who know your qualifications and fitness for the job you are applying.		
Name:	**Address:**	**Telephone #**
Name:	**Address:**	**Telephone #**
Name:	**Address:**	**Telephone #**

APPLICANT'S STATEMENT

27. I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any of the persons and organizations listed on this application to give you any and all information concerning my employment, education, and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to conform to the rules and regulations of the Pueblo of Jemez employment. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

_____ _____

Signature of Applicant Date

FOR PERSONNEL USE ONLY

Position:	Interviewed:	Yes	No	NSL Sent on	by
Position:	Interviewed:	Yes	No	NSL Sent on	by
Position:	Interviewed:	Yes	No	NSL Sent on	by
Position:	Interviewed:	Yes	No	NSL Sent on	by

Notes:

(Amended 6/06