



APPLICATION FOR EMPLOYMENT

PUEBLO OF ISLETA

P.O. BOX 1270 | ISLETA, NEW MEXICO 87022

Phone: (505) 869-7584 Fax: (505) 869-7579

E-Mail Address: poiemployment@isletapueblo.com

The Pueblo of Isleta (POI) and Isleta Pueblo Housing Authority (IPHA) are an equal opportunity employer with Tribal Preference policies.

POI utilizes this application to determine if the applicant is qualified, therefore be specific regarding qualifications, and include documents that confer the highest level of education, certifications, and licenses.

PART 1 - PERSONAL INFORMATION - Please answer each section and question fully and accurately.

| | | | |
|---|----------------------|------------------|---------------|
| Date | Position Applied For | Posting Number | |
| Tell us how you heard of this position <input type="checkbox"/> Pueblo of Isleta Website <input type="checkbox"/> Publication – Please indicate _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> Other Website – Please indicate _____ <input type="checkbox"/> Employee Referral – Please indicate name of employee _____ | | | |
| Last Name | First Name | Middle Name | Jr., II, etc. |
| Mailing Address (City, State, and Zip Code) | | Email Address | |
| Cell Phone | Home Phone | Alternate Number | |

1. Employment Status

Are you currently employed? Yes No

List dates of employment(s) and position(s) held if you have been employed with the Pueblo of Isleta or IPHA?

List any of your relatives working for the Pueblo of Isleta or IPHA, provide name and relationship

Are you currently on "lay-off" status and subject to recall? Yes No

If "YES", check the entity Pueblo of Isleta Isleta Pueblo Housing Authority

2. Tribal Preference (If claiming tribal preference check the option that is applicable to you and provide ID number & documentation)

An enrolled member of the Pueblo of Isleta ID # _____

An enrolled member of a Native American Tribe ID # _____

3. Age Requirements All applicants will be required to furnish proof of identity and legal work authority within 3 business days of hire.

Can you provide required proof of eligibility to work, if you are under the age of 18? Yes No

Can you provide written proof that you can legally work in the United States? Yes No

4. Do you possess a valid driver's license? Yes No State _____ License No. _____ Class _____

5. Date available for work: _____

6. Are you available to work: Full-Time Part-Time Temporary

| | | | | |
|-----------|------------|-------------|---------------|-----------------------|
| Last Name | First Name | Middle Name | Jr., II, etc. | Position Applied For: |
|-----------|------------|-------------|---------------|-----------------------|

PART 2 - EDUCATION – List all schools you have attended, beginning with the most recent and working back.

College/University

| | | | | |
|--------------------------|-----------------------------------|-----------------------|--|----------|
| Month/Year to Month/Year | Name of School | Major/Course of Study | Degree / Diploma / Credit Units Completed /Other | |
| Month/Year Awarded | Street Address and City of School | | State | Zip Code |
| Month/Year to Month/Year | Name of School | Major/Course of Study | Degree / Diploma / Credit Units Completed /Other | |
| Month/Year Awarded | Street Address and City of School | | State | Zip Code |

List any special Awards/Acknowledgements/Academic Achievements

Business/Trade School

| | | | | |
|--------------------------|-----------------------------------|-----------------|-------------------|----------|
| Month/Year to Month/Year | Name of School | Course of Study | Certificate/Other | |
| Month/Year Awarded | Street Address and City of School | | State | Zip Code |
| Month/Year to Month/Year | Name of School | Course of Study | Certificate/Other | |
| Month/Year Awarded | Street Address and City of School | | State | Zip Code |

High School

| | | | | |
|--------------------------|-----------------------------------|-----------------|-------------------|----------|
| Month/Year to Month/Year | Name of School | Course of Study | Diploma/GED/Other | |
| Month/Year Awarded | Street Address and City of School | | State | Zip Code |

Specialized Skills

Are you computer knowledgeable/experienced? No YES, Rate your computer experience Novice Proficient Excellent
 If "YES" which software/programs can you operate?
 MS Word MS Excel MS PowerPoint MS Outlook Mail MS Access Database
 Other Programs/Software, list _____
 Can you identify which office equipment you can operate? Fax Copier Scanner
 Other Equipment, list _____

Licensure/Certifications List the professional license(s), certification(s) or registration(s) you possess

| TYPE | State of Issue | Number | Status | Date Issued / Expiration |
|------|----------------|--------|--|--------------------------|
| | | | <input type="checkbox"/> Active <input type="checkbox"/> Inactive | |
| | | | <input type="checkbox"/> Active <input type="checkbox"/> Inactive | |
| | | | <input type="checkbox"/> Active <input type="checkbox"/> Inactive | |

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PART 3 - EMPLOYMENT HISTORY - List your employment history, begin with the present and working back 10 years. The 10-year period must be accounted for without breaks. For periods of unemployment, list dates and "unemployed" or "attending school". **Include the month and year in dates for each employment activity listed.**

| | | | | | |
|----------|----------------------------------|---------------------------|-----------------|-------|----------|
| 1 | Month/Year to Month/Year | Employer Name | Position Title | | Salary |
| | Employer Street Address | | City | State | Zip Code |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | |
| | Briefly describe your job duties | | | | |
| 2 | Month/Year to Month/Year | Employer Name | Position Title | | Salary |
| | Employer Street Address | | City | State | Zip Code |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | |
| | Briefly describe your job duties | | | | |
| 3 | Month/Year to Month/Year | Employer Name | Position Title | | Salary |
| | Employer Street Address | | City | State | Zip Code |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | |
| | Briefly describe your job duties | | | | |
| 4 | Month/Year to Month/Year | Employer Name | Position Title | | Salary |
| | Employer Street Address | | City | State | Zip Code |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | |
| | Briefly describe your job duties | | | | |

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| | | | | | | |
|----------|----------------------------------|---------------------------|-----------------|--------|----------|--------------|
| 5 | Month/Year to Month/Year | Employer Name | Position Title | Salary | | |
| | Employer Street Address | | City | State | Zip Code | Phone Number |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | | |
| | Briefly describe your job duties | | | | | |

| | | | | | | |
|----------|----------------------------------|---------------------------|-----------------|--------|----------|--------------|
| 6 | Month/Year to Month/Year | Employer Name | Position Title | Salary | | |
| | Employer Street Address | | City | State | Zip Code | Phone Number |
| | Supervisor's Name | Supervisor's Phone Number | Reason you left | | | |
| | Briefly describe your job duties | | | | | |

Termination History

During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems? Yes No

If "YES," please provide the date, an explanation of the problem, reason for leaving, and the employer's name and address here

Military History

Have you served in the US military? Yes No If "YES", must provide a copy of your DD214.

| | | |
|---------------------------|------------|-------------------|
| Military Discharge Status | Month/Year | Type of Discharge |
|---------------------------|------------|-------------------|

If other than Honorable Discharge, please provide the circumstances, date, and type of discharge below.

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PART 4 - REFERENCES List 5 people (3 PROFESSIONAL REFERENCES and 2 PERSONAL REFERENCES) who have known you for at least the last 5 years that can provide information regarding your job performance and suitability for employment.
DO NOT LIST RELATIVES or anyone who is listed elsewhere else on this application.

Professional References

| | | | |
|---------------|--|--|--|
| 1) Name | Dates Known <i>Month/Year to Month/Year</i> | | |
| Email Address | Phone Number Type <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Home | | |
| 2) Name | Dates Known <i>Month/Year to Month/Year</i> | | |
| Email Address | Phone Number Type <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Home | | |
| 3) Name | Dates Known <i>Month/Year to Month/Year</i> | | |
| Email Address | Phone Number Type <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Home | | |

Personal References

| | | | |
|---------------|--|--|--|
| 1) Name | Dates Known <i>Month/Year to Month/Year</i> | | |
| Email Address | Phone Number Type <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Home | | |
| 2) Name | Dates Known <i>Month/Year to Month/Year</i> | | |
| Email Address | Phone Number Type <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Home | | |

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

Certification that My Answers are True and Correct

Your signature acknowledges your acceptance of the following:

- I attest that all information represented on this application and/or any attachments, is true and correct to the best of my knowledge. I understand that any falsification, omission, or misrepresentation of information whether in writing or during the interview process is grounds for withdrawal of the offer of employment with the Pueblo of Isleta (POI) and Isleta Pueblo Housing Authority (IPHA), and may result in my dismissal if discovered at a later date.
- I authorize the POI and IPHA to conduct a routine inquiry into my job history and inquire about applicable information concerning my character, general reputation or any other information that POI and IPHA deems necessary for my employment.
- I acknowledge that Federal law prohibits companies from hiring any persons unless valid documents establishing my identity and eligibility to work in the United States is provided. I understand that providing these documents are a condition of employment.
- I agree to submit to a drug/alcohol test conducted at a licensed facility with the test paid for by the POI and IPHA. I authorize such results to be released to POI and IPHA. I understand that passing the test is a condition of employment.
- I understand that prior to formal offer of employment, I will be required to undergo a background check to include criminal records from county, state, federal and tribal courts for the last ten years to include Felony and Misdemeanor convictions, Social Security Number Verification, Motor Vehicle Report History, and may include Credit History depending on the position.
- I understand that this application for employment does not imply a contract for employment between the Pueblo of Isleta and myself. I hereby understand and acknowledge that, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Pueblo of Isleta may discharge Employee at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by statements that alter the "at will" nature of employment.
- In the event of employment, I understand that I am required to abide by all POI and IPHA policies, rules, regulations, and procedures, including but not limited to: Harassment Policy, Confidentiality Agreement, Standards of Conduct, Substance Abuse and Drug Testing Policy, and Dress & Grooming policy.

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8. I certify that my responses to the questions made in my application for employment are true and correct, that I have received notice that a criminal history records check will be conducted, and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Pueblo of Isleta and my rights to challenge the accuracy and completeness of any information contained in the report.
9. An email submission of this application without signature implies the applicant acknowledges and accepts items 1 through 9 of this certification and all answers contained in this application are true and correct.

Signature of Applicant

Print Name

Date

DO NOT WRITE BELOW - THIS BOX IS FOR HR PERSONNEL ONLY

BACKGROUND CHECK – Human Resources will identify applicant’s clearance level needed once selected for the position.

Clearance Level Needed

- | | |
|---|--|
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Public Trust |
| <input type="checkbox"/> High Level Public Trust | <input type="checkbox"/> General Clearance |
| <input type="checkbox"/> Vulnerable Clientele (Head Start/Children/Elderly) | |

Reports Needed

- | | YES | NO |
|-------------------------|--------------------------|--------------------------|
| Driver’s License Report | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit Report | <input type="checkbox"/> | <input type="checkbox"/> |

Submitted By HR representative:

Electronic submission of POI application - Attachments (resume, certifications, transcripts, or anything that will demonstrate your qualifications for the position) can be attached when submitting via email or facsimile.