



# 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](mailto: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	
<b>Tell us how you heard of this position</b>			
<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

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**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.**

<b>1</b>	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				
<b>2</b>	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				
<b>3</b>	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				
<b>4</b>	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				

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<b>5</b>	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				

<b>6</b>	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				

**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
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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:**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.**