



TAOS PUEBLO

P.O. Box 1846, Taos New Mexico 87571

www.taospueblo.org

APPLICATION FOR EMPLOYMENT

apply@taospueblo.com

Taos Pueblo in accordance with its sovereign powers to regulative activities within its jurisdiction adheres to employment practices that ensure the selection of qualified tribal members whenever possible. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or sexual orientation, or any other legally protected status, except that preference will be granted to American Indians and U.S. Veterans. Taos Pueblo recognizes the Indian Preference Act of 1991. First preference will be given to enrolled Taos Pueblo tribal members, followed by all other Native Americans.

Taos Pueblo is a Drug Free workplace and enforces a Zero Tolerance Policy against the use of illegal and controlled substances and enforces this policy by way of testing for such substances. All individuals seeking employment with the Taos Pueblo, must submit to pre-employment screening. If hired, employees may be subject to ongoing random screens at the discretion of Taos Pueblo.

GENERAL INSTRUCTIONS

1. All application forms must be submitted to the Human Resources Office. A separate application form is required for each job position.
2. Applicants shall be required to submit documented proof of any license, degree or any other required qualification stated on the job requirement for employment.
3. Please answer all questions, resumes are not a substitute for a completed application.
4. Complete the application form using black ink or typewriter.

(PLEASE PRINT)

Job Position Applied For:		Date of Application			
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Internet <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		Best time to contact you at home is: _____:_____ a.m. _____ : _____ p.m.			
Type of Employment Desired Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/>					
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s) Primary: _____			Secondary: _____		
E-Mail _____			Desired Salary _____		

1. If attending High School, do you have a current work permit? Yes No

2. Proof of authorization to work in the United States for citizens and non-citizens is required for employment. Can you submit verification of your legal right to work in the U.S.? Yes No
Proof of citizenship or immigration status must be provided to the Human Resources Department upon employment offer.

3. Are you claiming Veteran preference? Yes No
A copy of your DD214 must be provided to the Human Resources Department along with this application.

4. Are you claiming American Indian preference? Yes No
Proof of Native American heritage must be provided to the Human Resources Department along with this application.
Tribal Affiliation _____ Census No. _____

5. Have you ever been employed with us before? Yes No
If yes, give dates _____ Department: _____ Position Held: _____
Reason for Separation: _____

6. Does Taos Pueblo employ any of your relatives? Yes No
If yes, Relationship _____ Name _____ Department: _____
Position Held: _____

7. Are you currently employed? Yes No

8. May we contact your present employer? Yes No

9. Have you ever been terminated or asked to resign from any job? Yes No

10. Other Names used for employment and/or education record? Yes No
If yes: _____

11. Have you ever been convicted of a felony? Yes No
A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.
If yes, please state why: _____

12. Are you now under charges for any violation of law? Yes No
(Answering yes to these questions will not necessarily cause you to be disqualified from consideration for employment with the Taos Pueblo. We will consider the date, facts, and circumstances of each event you list. In most instances, you can still be considered for Taos Pueblo employment. However, failure to answer truthfully, or failure to list all relevant events, this failure may be grounds for not hiring you, or immediate termination after you begin work. The Taos Pueblo reserves the right to conduct background investigations on all its employees.

13. Computer Application Proficiency: Scale 1 through 10 i.e.; 1 = Low 10 = Proficient
Word _____ Excel _____ PowerPoint _____
Other _____

14. Do you have a valid Driver's License? Yes No
If yes, please provide the License Number: _____ State: _____

Do you have a valid CDL? Yes No Class _____

EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/ DEGREE RECEIVED
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE/ PROFESSIONAL				
OTHER (SPECIFY)				

WORK EXPERIENCE

Start with your present job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. (Attach additional pages and or resume if necessary.)

(1) Employer	<u>Dates Employed</u>		Work Performed
Address	<u>From</u>	<u>To</u>	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	<u>Starting</u>	<u>Final</u>	
Reason for Leaving:	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please Explain:	Supervisor		
(2) Employer	<u>Dates Employed</u>		Work Performed
Address	<u>From</u>	<u>To</u>	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	<u>Starting</u>	<u>Final</u>	
Reason for Leaving:	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please Explain:	Supervisor		

(3) Employer	Dates Employed		Work Performed
Address	<u>From</u>	<u>To</u>	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	<u>Starting</u>	<u>Final</u>	
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please Explain:	Supervisor		

(4) Employer	Dates Employed		Work Performed
Address	<u>From</u>	<u>To</u>	
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	<u>Starting</u>	<u>Final</u>	
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please Explain:	Supervisor		

COMMENTS: Include an explanation of any gaps in employment history.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Additional Information/Other Qualifications

Summarize special job-related skills and qualifications, licenses, certificates acquired from employment or other experience.

Personal/Professional References *Do not include family members*

<u>Name</u>	<u>Phone Number</u>	<u>Address</u>	<u>Occupation</u>
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete and understand that any false or misleading information given in my application or interview(s) shall be sufficient cause for dismissal or refusal of employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand and acknowledge that this application does not create an employment relationship with this organization.

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

If the job position for which I am applying has a bona-fide occupational qualification of sex, physical or mental condition, ability to be bonded, or requires a criminal history background investigation, I may be required to complete a Supplemental Application form.

This application for employment will be considered active for a period of 180 days for *this position only*; after that time, if I wish to be considered for employment, I must submit a new application.

In the event of employment, I further understand that I am required to abide by all policies, rules, and regulations of Taos Pueblo.

Signature of Applicant

Date

For Human Resource Office Use Only:

Date application received: ____/____/____

Application # _____

Name of individual receiving application: _____

Please Print