



Ohkay Owingeh
P.O. Box 1099
Ohkay Owingeh, NM 87566
Ph (505) 852-4400 Fax (505) 852-0093

Application for Employment

1. Employment application forms must be submitted to the Human Resource Department. Telephone (505) 852-4400, Fax (505) 852-0093.
2. Applicants may be required to submit documented proof of any license, degree or other requirement stated on the job posting and/or application for employment.
3. A separate application form is required for each position applied for.

Position Applied For _____ Date of Application ____/____/____

Referral Source Newspaper Ad Employee Relative Friend Other _____
 Walk-in Internet Job Announcement (notice)

Name _____

Address _____ City _____ Zip Code _____

Phone _____ Cell _____ E-Mail _____

In case of an emergency, notify _____ @ (_____)

Sex: Male Marital Status: Single Divorced Date of Birth ____/____/____
 Female Married

Tribal Affiliation _____

Proof of Native American heritage must be provided to the Human Resource Department with this application.

Do you have any relatives presently working for Ohkay Owingeh? If yes, list name, relationship, and program.

Have you served in the United States Military? Branch of Service _____

From _____ To _____ Type of Discharge _____

Copy of DD 214 must be provided to the Human Resource Department with this application.

Date you are available for work _____ Available to work: Full-time Part-time
 Temporary

Indicate desired salary range From \$ _____ To _____

Best time to call you at home _____ a.m./p.m. May we contact you at work? Yes No

If yes, work number and best time to call (_____) _____ a.m./p.m.

Have you ever been convicted of or pleaded guilty to any law violation (except speeding or parking violations)? Yes No If Yes, give details _____

Do you have a valid driver's license? Yes No License No. _____ State _____

Do you have proof of current automobile insurance? Yes No
 Name of Insurance Co. _____ Dates of Coverage _____

Educational Background *(Copy of college transcript of grades must be provided to the Human Resource Dept.)*

School	Name & Address of School	Course of Study	Year Completed	Type of Degree
High School				
University or College				
Graduate/ Professional				
Vocational/ Trade				

Employment History

Start with your present or last job. Include any military service assignments and volunteer work (non-paid)---if the work (or part of the work) is like the job you are applying for. Attach additional pages and/or resume if necessary.

1 _____

Employer's Name	Job Title	From	To
Address	Supervisor's Name	Starting Pay	Ending
City	State	Zip Code	Phone No.
			Hours worked per week

Duties

Reason for Leaving _____

Employment History Continued

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Employer's Name			Job Title	From	To
Address			Supervisor's Name	Starting Pay	Ending
City	State	Zip Code	Phone No.	Hours worked per week	

Duties

Reason for Leaving

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Employer's Name			Job Title	From	To
Address			Supervisor's Name	Starting Pay	Ending
City	State	Zip Code	Phone No.	Hours worked per week	

Duties

Reason for Leaving

Specialized Skills and Qualifications *(Check all that apply)*

- Microsoft Word
 - Microsoft Publisher
 - Microsoft Imaging
 - Excel
 - Access
 - PowerPoint
 - Internet
 - Graphics
 - Office Machines
-

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform the job functions of the position for which you are applying.

References

List three people who are not related to you and are not supervisors you listed in the Employment History section who know your qualifications and fitness for the kind of job you are applying for. If not applicable, list three school references who are not related to you. Do not list any relatives or personal friends.

1.	_____ (_____) _____ Name Phone No.
	_____ _____ Address Title
2.	_____ (_____) _____ Name Phone No.
	_____ _____ Address Title
3.	_____ (_____) _____ Name Phone No.
	_____ _____ Address Title

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Ohkay Owingeh is true, complete and correct.

I authorize Ohkay Owingeh, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

This application for employment shall be considered active for a period of time not to exceed six (6) months for this position. Any applicant wishing to be considered for employment beyond this time period will be required to complete a new application.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, withdrawal of any offer of employment, or immediate dismissal from employment.

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

I certify that I have read, fully understand and accept all terms of this Applicant Statement.

Signature of Applicant _____ Date _____