



# JICARILLA APACHE NATION DEPARTMENT OF LABOR

(Submit application to JAN Building Receptionist)

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## 060 TEMPORARY EMPLOYMENT PROGRAM REQUIRED DOCUMENTS

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- 1) Completed application
  - Please do not leave any lines blank
  - Sign & date application
  
- 2) Copy of Driver's License, State ID, OR Tribal ID
  - Will be submitted to Payroll Office
  
- 3) Copy of Social Security Card
  - Will be submitted to Payroll Office
  
- 4) Copy of High School Diploma/College Degree
  - If not available, provide a copy of letter from WIOA or JADE stating that you are enrolled in the GED Program
  
- 5) Copy of Covid-19 Test Results

\*Do not submit this list with your application.

# JICARILLA APACHE DEPARTMENT OF LABOR

## 060 TEMPORARY EMPLOYMENT PROGRAM APPLICATION

DATE OF APPLICATION \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

POSITION DEPARTMENT \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

HIGH SCHOOL GRADUATE ( YES / NO ) ENROLLED WITH \_\_\_\_\_ WIOA \_\_\_\_\_ JADE \_\_\_\_\_ OTHER \_\_\_\_\_

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TRIBAL CENSUS NO. \_\_\_\_\_ SOCIAL SECURITY \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

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### WORK EXPERIENCE

#### PREVIOUS EMPLOYMENT (LIST MOST RECENT) (DO NOT LEAVE BLANK)

MONTH	YEAR	COMPANY NAME	SUPERVISOR NAME	BEGIN SALARY
MONTH	YEAR	ADDRESS	CITY/STATE	ENDING

POSITION HELD: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

MONTH	YEAR	COMPANY NAME	SUPERVISOR NAME	BEGIN SALARY
MONTH	YEAR	ADDRESS	CITY/STATE	ENDING

POSITION HELD: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

SCHOOL	SCHOOL NAME/ADDRESS	DATES ATTENDED	DIPLOMA/DEGREE	GRADE LEVEL
HIGH SCHOOL DIPLOMA OR GED		FROM: TO:		

AREA OF SPECIALIZATION: \_\_\_\_\_

COLLEGE		FROM: TO:		
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AREA OF SPECIALIZATION: \_\_\_\_\_

GRADUATE SCHOOL		FROM: TO:		
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AREA OF SPECIALIZATION: \_\_\_\_\_

CERTIFICATES/LICENSES:

\_\_\_\_\_

OTHER: \_\_\_\_\_

List specific skills you possess, such as typing, crafts and vocational equipment and machinery operated and any other skills: \_\_\_\_\_

\_\_\_\_\_

#### REFERENCES

Give names, address and telephone numbers of three references who are not related to you and were not your previous employers.

NAME	ADDRESS	TELEPHONE NUMBER
1) _____		
2) _____		
3) _____		

I hereby authorize the Jicarilla Apache Nation to see, and also authorize and request each reference and each former employer named above to give any information about me that I may be sought in connection with the submission of the employment application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date