



# JICARILLA APACHE NATION

## Department of Labor

P.O. Box 507 Dulce, New Mexico 87528 (575) 759-4410 [www.jandol.com](http://www.jandol.com)

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### ALL POTENTIAL APPLICANTS FOR COLLEGE EMPLOYMENT PROGRAM WITH THE DEPARTMENT OF LABOR

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#### APPLICATION PROCESS NOTIFICATION

Thank you for your application. Please note that all submitted applications will be placed on a waiting list. You will be contacted once a vacant position becomes available. At that time, you will be required to submit a letter of request from the department where you wish to be placed, along with a job description.

To ensure we can reach you, please make sure your phone number or email address is up-to-date and working. We will attempt to contact you up to three times before your application is removed from the waiting list. Additionally, please be aware that an incomplete application may disqualify you from consideration.

#### COLLEGE EMPLOYMENT PROGRAM INFORMATION (Jicarilla Apache Nation Tribal Member Only)

The College Employment Program is a dedicated initiative designed to support the job placement and employment needs of enrolled members of the Jicarilla Apache Nation. This program aims to provide crucial financial assistance to college students by addressing additional costs that may not be covered through the Jicarilla Apache Department of Education (JADE) Higher Education Program. It is important to note that college students actively enrolled in school, whether funded by Higher Education or attending at their own expense, are not eligible to participate in the 060 Temporary Employment Program.

#### REQUIRED DOCUMENTS

1. Complete, signed, and dated application
2. Current driver's license, State Issued ID, Tribal ID, Passport (US)
3. College Identification Card
4. Copy of Social Security Card
5. Copy of current class schedule (Full-time students with 12+ credit hours)
6. Upcoming class schedule (Full-time students with 12+ credit hours)

# JICARILLA APACHE DEPARTMENT OF LABOR

## COLLEGE EMPLOYMENT PROGRAM APPLICATION

FOR OFFICE USE ONLY:

Date & Time Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Position applying for \_\_\_\_\_ Department \_\_\_\_\_

College Currently Enrolled \_\_\_\_\_

### PERSONAL DATA

Tribal Census No. \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Phone No. \_\_\_\_\_

### WORK EXPERIENCE

Previous Employment (List most recent)

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

Position held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of work: \_\_\_\_\_

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

Position held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of work: \_\_\_\_\_

### EDUCATION

LEVEL	SCHOOL NAME/ADDRESS	DATES ATTENDED	DIPLOMA/DEGREE
HIGH SCHOOL DIPLOMA/GED			
COLLEGE			
VOCATIONAL			
OTHER			

## CERTIFICATES/LICENSES

Please list any specific skills you possess, such as proficiency in typing, expertise in crafts, experience with vocational equipment, machinery operation, or any other relevant abilities. \_\_\_\_\_

## CRIMINAL HISTORY DISCLOSURE

Have you ever been convicted of a misdemeanor?	Yes	No
Have you ever been convicted of a felony?	Yes	No
Have you ever been convicted of any type of theft or fraud?	Yes	No

Please note that a criminal conviction does not automatically disqualify you from employment consideration but will be taken into account when matching you with departments. However, failure to disclose any convictions may be viewed as a falsification of your application.

## CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT

A background investigation and suitability determination for employment are required for all positions that involve regular contact with or authority over Indian children. If you are applying for a position that involves working with minor children, please ensure that the following questions are answered.

Have you been arrested or convicted of a crime involving a child, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons?	Yes	No
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I hereby acknowledge and understand that a criminal record and background check will be conducted by the Jicarilla Apache Nation Ordinance No. 2009-0-300-05, according to the rules and regulations of the Child Protection and Family Violence Prevention Act, P.L. 101-630.

## REFERENCES

Please provide the names, addresses, and telephone numbers of three references who are not related to you and have known you for at least three (3) years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Department of Labor adheres to the Jicarilla Employment Preference. I hereby authorize the Jicarilla Apache Nation to obtain information from the references and former employers listed above, and I authorize and request each reference and former employer to release any information regarding my background as part of this employment application.

I certify that all the statements provided in this application are true, and I understand that any falsification or intentional omission of information may result in dismissal or disqualification from employment.

Applicant Signature

Date

Email Address: \_\_\_\_\_

If we are unable to reach you by phone, we will follow up via the email address provided above.