JICARILLA APACHE NATION
Department of Labor

P.O. Box 507 Dulce, New Mexico 87528 (575) 759-4410 www.jandol.com

ALL POTENTIAL APPLICANTS FOR POST-COLLEGE GRADUATE EMPLOYMENT PROGRAM WITH THE DEPARTMENT OF LABOR

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.

POST-COLLEGE GRADUATE EMPLOYMENT PROGRAM INFORMATION

(Jicarilla Apache Nation Tribal Members Only)

The Post-College Graduate Employment Program (PCG) is designed to offer meaningful employment opportunities to Jicarilla Apache Nation tribal members who have earned a bachelor's degree or higher. This program aims to support graduates in applying their education within the community, fostering professional growth and development. Due to the limited number of available slots, interested individuals are encouraged to contact the program office for more information.

REQUIRED DOCUMENTS

1. Complete, signed, and dated application
2. Current driver's license, State Issued ID, Tribal ID, Passport (US)
3. Copy of Social Security Card
4. Copy of Bachelor's Degree

JICARILLA APACHE DEPARTMENT OF LABOR

POST-COLLEGE GRADUATE EMPLOYMENT PROGRAM APPLICATION

FOR OFFICE USE ONLY:

Date & Time Received:_____ Received By:_____

Position applying for _____ Department _____

The institution from which you earned your Bachelor's Degree._____

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			

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Name: _____

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

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.