



Youth Employment Program

BUILDING TOMORROW'S LEADERS, TODAY

ALL POTENTIAL APPLICANTS FOR YOUTH 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.

ELIGIBILITY REQUIREMENTS

- Applicants must be enrolled members of the Jicarilla Apache Nation and possess a valid census number.
- Applicants must be between the ages of 14 and 17.
- Applicants must be enrolled and returning students attending Mid High-High School.
- Applicants must reside on the Jicarilla Apache Nation Reservation.
- The Youth Employment Program prioritizes education above all else. Therefore, youth employees are expected to maintain a minimum GPA of 2.0.

YOUTH EMPLOYMENT PROGRAM INFORMATION

(Jicarilla Apache Nation Tribal Member Only)

The Jicarilla Youth Employment Program (YEP) is dedicated to fostering the growth and development of Jicarilla Apache youth by exceeding the expectations of the Jicarilla Apache Nation. Through character-building initiatives and skill development, the YEP prepares young employees to become productive, educated, and qualified members of the workforce. The program's operation, including the number of youths employed, is determined by the allocation of tribal funds approved annually by the Legislative Council. The YEP also encourages participants to continue their education, enhance their skills, and ensure they are well-prepared for future job opportunities within the Jicarilla Apache Nation.

REQUIRED DOCUMENTS

1. Complete, signed, and dated application
2. Birth Certificate
3. Current driver's license, State Issued ID, Tribal ID, Passport (US)
4. Copy of Social Security Card
5. Parent Consent form
6. Insurance Card
7. If applicable, sports schedule



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FOR OFFICE USE ONLY:

Date & Time Received: _____ Received By: _____

I am applying for the: Afterschool Spring Break Holiday Summer

PERSONAL DATA

Tribal Census No. _____ Social Security Number _____

Name _____ Mailing Address _____

City, State, Zip Code _____ Telephone No. _____

Date of Birth _____ Gender _____ School Enrolled _____

PARENT DATA

Please provide a phone number where you, the applicant, can be reached. If selected, we may need to contact you for additional information or send a text message when your paperwork is ready. All telephone numbers will be kept confidential.

I live with: Parents Foster Home Jicarilla Dormitory Other: _____

Parent(s)/Legal Guardian(s): _____ Phone: _____

_____ Phone: _____

HEALTH INFORMATION

Please list any health-related conditions that our staff should be aware of: _____

The Youth Employment Program does not offer health benefits or overtime wages. It strictly covers wages for youth employment only. Proof of health insurance must be provided with your application.



Name: _____

SPORTS PARTICIPATION

Are you currently in sports? Yes No **(Please attach schedule)**

Cross Country Volleyball Football Basketball Track

SCHOOL PROGRAMS

Are you in any school programs or clubs? Yes No

COURT ORDERS

The Youth Employment Office does its best to provide you with a safe work experience. Our office needs to know if you have any pending court orders in place that may or may not prevent you from working in certain locations or with certain individuals. In order to determine this, please answer the following questions:

Do you currently have any restraining orders or orders of protection in place, either for or against you, involving family members, individuals, or juveniles? Yes No

APPLICANT CERTIFICATION AND AGREEMENT

I/We certify that all information provided on this application and accompanying documents is true and accurate. I/We understand that any false information, omissions, or misrepresentations discovered during the verification process may result in the rejection of this application. Regarding employment, I/We agree to adhere to the Youth Employment Program's rules and regulations.

Applicant Signature Date

Parent/Legal Guardian Signature Date

FOR OFFICE USE ONLY: All required documents have been verified by: _____ Date: _____ Time: _____

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Parent Consent Form

Applicant's Name

Applicant's last 4 of SSN

I, _____ hereby certify that I am the parent or legal guardian of the minor applicant named above, and I grant my full consent for their participation in the Jicarilla Apache Nation Youth Employment Program (YEP).

I acknowledge that the YEP may engage in reporting through various channels, including reports, newsletters, PowerPoint presentations, or submissions to the Jicarilla Chieftain. I understand that the YEP may photograph or interview my child as needed, and these photographs or interviews may be used to describe, promote, and publicize the YEP and its youth employment initiatives.

Additionally, I consent to the release of certain educational records, including my child's grades, class schedule, school enrollment verification, attendance data, and any school suspensions, in accordance with YEP policies, rules, regulations, and employment agreements. I understand that this information will be used solely to verify my child's eligibility for the employment program and will be protected from further disclosure. All documents and records received, reviewed, and filed by the YEP will be kept confidential and used exclusively to determine ongoing eligibility for the employment program.

I am also aware that the Jicarilla Apache Nation Youth Employment Program is not responsible for any lost or stolen personal items during my child's employment under JAN/YEP. The Youth Employment Program maintains a zero-tolerance policy for any threats or misconduct by parents or youth employees toward YEP staff. Any such behavior will result in the immediate termination of the youth employee's employment.

Applicant Signature

Date

Parent/Legal Guardian Signature

Date

Please note: Applicants under foster care placement must obtain a signature from JBHD-Child Welfare.