



JICARILLA APACHE NATION DEPARTMENT OF LABOR

(Return application to the DOL Receptionist)

COLLEGE EMPLOYMENT PROGRAM REQUIRED DOCUMENTS

- 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 College ID
 - Will be submitted to Payroll Office

- 5) Copy of College Acceptance Letter/Higher Education Verification completed by DOL

- 6) Class Schedules-Spring/Fall Schedules
 - (12 credit hours)

***Please note: Off-reservation college program has been discontinued as of June 17, 2020, according to the memo signed by JAN President Edward Velarde.*

JICARILLA APACHE NATION DEPARTMENT OF LABOR

COLLEGE EMPLOYMENT PROGRAM APPLICATION

- Summer Break
 Winter Break

DATE OF APPLICATION _____ DATE RECEIVED _____

DEPARTMENT _____ POSITION TITLE _____

COLLEGE CURRENTLY ATTENDING _____

COLLEGE BREAK DATE FROM _____ TO _____

TRIBAL CENSUS NO. _____ SOCIAL SECURITY NO. _____

FIRST NAME, MI, LAST NAME: _____ MAILING ADDRESS: PO# _____

CITY, STATE, ZIP CODE: _____ TELEPHONE NO. _____

DATE OF BIRTH: _____ GENDER: _____ MARITAL STATUS: _____

IN CASE OF EMERGENCY, NOTIFY _____ PHONE NO. _____

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT/WORK EXPERIENCE (LIST MOST RECENT)

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, vocational equipment, machinery operated, and any other skills: _____

REFERENCES

Give names, addresses, and telephone numbers of three references unrelated to you.

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

I authorize the Jicarilla Apache Nation to request information from each reference and each former employer named above. I certify that the facts contained in this application are accurate and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

Signature of Applicant

Date