



# JICARILLA APACHE NATION

## Department of Labor

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

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### **ALL POTENTIAL APPLICANTS FOR TEMPORARY 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 departments 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.

#### **TEMPORARY EMPLOYMENT PROGRAM**

The Temporary Employment Program (TEP) is a vital initiative aligned with the Nation's resolution to fill essential positions across various tribal departments. This program is committed to ensuring that each of the TEP hourly employees hired receives tailored training specific to their assigned roles, thereby enhancing their skills and productivity within the community. By addressing the training needs of our workforce, the TEP supports the Nation's broader goals of economic empowerment and sustainable development, contributing to the overall well-being of our tribal members and the effectiveness of our governmental operations.

#### **JICARILLA EMPLOYMENT PREFERENCE**

1. Jicarilla Veteran Preference.
2. Jicarilla Apache enrolled member.
3. Immediate family member of an enrolled member.
  - a. The spouse must submit a valid marriage license/certificate.
  - b. Descendant must submit a birth certificate.
4. The fourth preference in employment shall go to qualified applicants in absence of preference 1-3.

#### **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. High School Diploma or GED Certificate or enrolled in GED classes (Provide Letter).

# JICARILLA APACHE DEPARTMENT OF LABOR

## TEMPORARY EMPLOYMENT PROGRAM APPLICATION

FOR OFFICE USE ONLY

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

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

Are you currently employed? YES NO Are you currently in school? YES NO

### 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/GED
HIGH SCHOOL DIPLOMA/GED			
COLLEGE			
VOCATIONAL			
OTHER			

