



JICARILLA APACHE NATION

Department of Labor

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

ALL POTENTIAL APPLICANTS FOR TEMPORARY 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.

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 third preference in employment shall go to qualified applicants in the absence of preferences 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/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

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.