



APPLICATION FOR EMPLOYMENT

PUEBLO OF JEMEZ  
P.O. BOX 100  
JEMEZ PUEBLO, NEW MEXICO 87024

Thank you for your interest in employment with the Pueblo of Jemez. For your application to be given full consideration, please consider the following:

- Complete the attached Pueblo of Jemez employment application accurately and legibly in pen or typewritten.
- For each vacancy applying, submit a separate application.
- Applicants may be required to submit documented proof of any license, degree or other requirement stated on the Position Announcement
- After completing the application, check it for accuracy. Sign and date the application. Submit to HR Office.
- If an interview is warranted, you will be contacted the HR staff. Therefore, it is very important that you leave a phone number or email address where you can be reached.
- All correspondence and/or questions related to your employment application must be directed to the HR Office at (575) 834-6333 or via email at [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)





## APPLICATION FOR EMPLOYMENT

**PUEBLO OF JEMEZ**  
**P.O. BOX 100**  
**JEMEZ PUEBLO, NEW MEXICO 87024**

Date of Application: \_\_\_\_\_

<b>Applicant Pool?</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Position Applying/Vacancy Announcement #:</b> _____
Do you meet the minimum qualifications for the position you are applying for? Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>GENERAL INFORMATION</b>		
Last Name:	First Name:	Middle Initial:
Mailing Address:	Date of Birth:	Gender:
	Email Address:	Phone Number:
Are you an enrolled member of Jemez Pueblo: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, what is your tribal affiliation, if any?		
Have you ever been employed by this organization? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide previous dates of employment: _____		
Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you been convicted of or pleaded guilty to any law violation, within the last 7 years? If yes, please explain: _____		



EDUCATION				
	Name & Address of School	Course of Study	Years Completed	Type of Degree
High School				
College or University				
Graduate or Professional				
Vocational Trade				

Summarize any special training, skills, licenses, and/or certificates that may qualify you a being able to perform the job functions of the position you are applying for:

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If applicable, summarize level of use with computer software knowledge and other office equipment:

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Start with your most recent place of employment. Attach additional pages if you need additional space.

Employment Experience	
1.) Employer:	Employer Address:
Employer Phone Number:	Supervisor:
Position Title:	Hours Worked Per Week:
Dates Employed      From:	To:
Starting Salary:	Ending Salary:
Duties & Responsibilities:	
Reason for Leaving or Reason for Considering Leaving:	

Employment Experience	
2.) Employer:	Employer Address:
Employer Phone Number:	Supervisor:
Position Title:	Hours Worked Per Week:
Dates Employed      From:	To:
Starting Salary:	Ending Salary:
Duties & Responsibilities:	
Reason for Leaving or Reason for Considering Leaving:	

Employment Experience	
3.) Employer:	Employer Address:
Employer Phone Number:	Supervisor:
Position Title:	Hours Worked Per Week:
Dates Employed      From:	To:
Starting Salary:	Ending Salary:
Duties & Responsibilities:	
Reason for Leaving or Reason for Considering Leaving:	



**REFERENCES (PERSONAL & PROFESSIONAL)**

List (3) Professional References, who are not personal related to you, who will know your qualifications and fitness for the kind of job you are applying for. Do not list any relatives or personal friends. Make sure that the individuals you list are available for inquiries of reference, inability to contact your listed references can delay the employment process for you.

Professional References:		
Name:	Address:	Phone Number:
Name:	Address:	Phone Number:
Name:	Address:	Phone Number:

<u>Emergency Contact</u>	
Name:	Contact Number:

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with the Pueblo of Jemez is true, complete and correct.

I authorize the Pueblo of Jemez, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this Application for Employment, resume, and job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand and acknowledge that this Application for Employment does not create an employment relationship with the Pueblo of Jemez.

This Application for Employment shall be considered active for a period of three (3) months for this position. Any applicant wishing to be considered for employment beyond this time period will be required to complete a new Application for Employment for this position.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of the Application for Employment, withdrawal of any offer of employment, or immediate dismissal from employment.

In the event of employment, I further understand that I am required to abide by all policies, rules, and regulations of the Pueblo of Jemez.

I certify that I have read, fully understand, and accept all terms of the Applicant Statement.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

