



PUEBLO OF ACOMA APPLICATION FOR EMPLOYMENT

P.O. Box 348
Pueblo of Acoma, NM 87034

Telephone: 505-552-6728
Fax: 505-552-6771



The Pueblo of Acoma appreciates your submission of this employment application. Please complete application completely and accurately keeping in mind the following:

- The completion of this application represents your ability to provide written communication and follow directions.
- Remember that the information you provide will be the primary source of information in screening applications and making selection decisions.
- Excessive or non-essential information and attachments will not be considered.
- Applications will be accepted until the posted closing date of the position. Contact Human Resources to verify closing date.
- Applicants meeting the minimum qualifications of the position will have their applications further reviewed for an interview. If considered for an interview, Human Resources will contact you.
- Attach information necessary to complete the application, e.g., degrees, diplomas, transcripts, DD-214, licenses, training certificates or other documents applicable to position. A copy of your current driver's license **must** be attached for application to be considered complete.
- **Be informed that incomplete and/or illegible applications will not be processed.**
- A resume may be submitted but not in lieu of a completed application.
- **Application is accepted only for the position advertised.**

Be advised that this employment application form and its attachments are official property of the Pueblo of Acoma and cannot be returned or reused after being submitted.



Position Applying For: _____ Date of Application: _____

How did you hear of position?

Newspaper Job Notice Board Family/Friend Walk-In Other

PERSONAL

Name: _____ Driver's License #: _____
 Expiration Date: _____
 Address: _____ Telephone Number: _____
 _____ Message Telephone Number: _____
 E-Mail Address: _____
 Are you a member of a Federally recognized Tribe? Yes No
 Name of Tribe: _____ Census Number: _____
 Have you previously been employed by the Pueblo of Acoma? Yes No
 If yes, explain: _____
 Is anyone in your immediate family employed by the Pueblo ? Yes No
 If yes, explain: _____
 When will you be available to work? _____ Are you 18 years old or older? Yes No
 Have you ever been convicted of a crime including in a civil, military or tribal court? Yes No
 If you answered yes, please explain: _____
 A background check and drug screening will be conducted.

EDUCATION

Did you graduate from high school? Yes No Year of Graduation: _____
 If no, did you receive your GED certificate? Yes No Date GED certificate received: _____
NOTE: You are to provide copies of diploma, certificate or transcript for the following education levels identified.

	Name and Address of School(s)	Major/Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate School				
Graduate School				
Other (Specify)				

Describe applicable courses, classes, training, certifications and extra-curricular activities:

EMPLOYMENT HISTORY

Fill in all blanks completely; leaving blank spaces may delay verification for employment. Employment history is to start with your PRESENT or CURRENT job and go back. Include any job-related military service assignments and volunteer activities.

Employer:		Job Title:	
Address:		Rate of Pay:	
Telephone Number(s):		Name of Supervisor:	
Dates of Employment:		Reason for Leaving:	
From:	To:		
Describe Major Job Duties:			
<hr/>			
<hr/>			
<hr/>			
Did you leave employment in "Good Standing?"	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain:
May an inquiry be made to employer regarding your character, qualifications and record of employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please explain:

Employer:		Job Title:	
Address:		Rate of Pay:	
Telephone Number(s):		Name of Supervisor:	
Dates of Employment:		Reason for Leaving:	
From:	To:		
Describe Major Job Duties:			
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Telephone Number(s):		Name of Supervisor:	
Dates of Employment:		Reason for Leaving:	
From:		To:	
Describe Major Job Duties:			

Did you leave employment in "Good Standing?"		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			
May an inquiry be made to employer regarding your character, qualifications and record of employment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			

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Dates of Employment:		Reason for Leaving:	
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Describe Major Job Duties:			

Did you leave employment in "Good Standing?"		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			
May an inquiry be made to employer regarding your character, qualifications and record of employment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			

Employer:		Job Title:	
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Describe Major Job Duties:			

Did you leave employment in "Good Standing?"		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			
May an inquiry be made to employer regarding your character, qualifications and record of employment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please explain:			

ADDITIONAL INFORMATION AND QUALIFICATIONS

If position/vacancy requires CDL, driver’s license, equipment operator or other forms of certifications or licenses, you are to provide copies for verification. Please list below additional information applicable to the position.

List specialized or job related skills and qualifications acquired from employment or other experience: <hr/> <hr/> <hr/>
List specialized operation in office equipment, machinery and other equipment (such as PC, Fax, Backhoe, etc.): <hr/> <hr/> <hr/>
Briefly state any additional information you feel may be helpful to us in considering your application. <hr/> <hr/> <hr/>

PROFESSIONAL REFERENCES – Excluding Relatives

Name three (3) people, excluding relatives, who know of your education, work experience and qualifications.

Name:		Telephone Number(s):	
Address:		Home:	
Job Title:		Business:	
Years Known:		E-Mail Address:	
Name:		Telephone Number(s):	
Address:		Home:	
Job Title:		Business:	
Years Known:		E-Mail Address:	
Name:		Telephone Number(s):	
Address:		Home:	
Job Title:		Business:	
Years Known:		E-Mail Address:	

APPLICANTS'S STATEMENT

I certify that, to the best of my knowledge and belief, all of the information given and attached to this application are true, correct, complete and made in good faith. I understand and do hereby authorize an investigation of all statements contained in this application for employment as deemed necessary for consideration of employment. I understand that depending on the position applied for, a BACKGROUND CHECK will be conducted.

I further acknowledge that my application for employment will remain in an active status for a period of time not to exceed 90 days.

I understand that fraudulent, false, misleading or incomplete information or answers to any questions, on any part of this application and its attachments, may be grounds for not hiring me or for terminating employment after I begin work. I consent to the release of information about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations to the Pueblo of Acoma. I further understand that I will be required to adhere to and accept all rules, regulations, policies and procedures of the Pueblo of Acoma.

Signature of Applicant

Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Scheduled for Interview: _____
Date of Interview Place of Interview Time of Interview

Selected for Position of: _____ Date of Hire: _____ Entry Rate of Pay: _____

Department/Program: _____ Immediate Supervisor: _____

Additional Information and/or instruction(s): _____
