

CLASSIFIED EMPLOYMENT APPLICATION



NA' NEELZHIIN JI OLTA', INC.

HCR 79 Box 9

Cuba, N.M. 87013

Phone: 505-731-2272

Fax: 505-731-2252

Website: www.njo.bia.edu.com

This School does not discriminate on the basis of age, race, color, national origin, religion, sex, or disability in its employment practices.

PLEASE NOTE: APPLICANTS MUST COMPLETE THE FOLLOWING QUESTIONS COMPLETELY, EVEN IF ATTACHING A RESUME.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

| | | | |
|-----------------------|---------------|------------------------|------------------|
| Last Name | First Name | Middle | Application Date |
| Present Address | | City | Zip Code |
| | | State | |
| Home Phone | Contact Phone | Social Security Number | |
| Previous Last Name(s) | | Date Available | |
| Email Address | | | |

Have you ever worked for Na' Neelzhiin Ji Olta', Inc. before? If so, provide job title, department and dates of employment
 Yes No

Are you a citizen of the United States? Yes No If not, do you hold the legal right to be employed in the United States? Yes No

If you are not a citizen but have the legal right to be employed, please provide your Visa number _____

If hired, you will be required to submit proof of identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986

CONDITIONS OF EMPLOYMENT

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION.

Every answer I have provided on this Application is both complete and truthful. I understand and agree that: (1) if any information is omitted from or not filled in on this Application, or if any false information is furnished, the employer will reject my Application, (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution, and (3) if I am employed by the employer, I may be dismissed from employment, criminally prosecuted, and if certified or licensed, my certificate or license may be revoked, if it is later determined that I have furnished false information on this Application.

This Application is signed under the penalty of perjury, subject to all applicable punishments, pursuant to 42 U.S.C. §13041(d).

SIGNATURE OF APPLICANT (unsigned applications are not valid)

Date

All complete applications will be kept on active file for one school year or until confirmation has been received that you have signed a contract.

EDUCATIONAL HISTORY

Check last grade completed in elementary or high school

1 2 3 4 5 6 7 8 9 10 11 12 GED

Name and Location (City/State) of last High School

| NAME AND LOCATION OF SCHOOL | No. of Credit Hours Completed | Grade Point Average | Graduated Yes or No | Type of Degree Earned | Curriculum | |
|---|-------------------------------|---------------------|---------------------|-----------------------|------------|-------|
| | | | | | Major | Minor |
| College or University | | | | | | |
| College or University | | | | | | |
| College or University | | | | | | |
| Other Training (Military, Trade, Internet, and/or Correspondence) | | | | | | |

List additional training you have received that relates to the position for which you are applying. (Courses, seminars, etc.)

OTHER IMPORTANT INFORMATION

List special skills relevant to the position and years of experience (i.e., management or supervisory experience).

List computer-related skills and years of experience. Specify software and hardware experience.

List other equipment and/or office machine operation and years of experience as it pertains to this position.

Shorthand WPM _____ Word Processing WPM _____

List professional organizations, affiliations, and/or honors.

Are you applying for a job that requires a Drivers License? Yes No If yes, please complete:

License Number _____ Class _____ State _____

License Endorsement(s) or Restriction(s)

Have you ever been convicted of anything other than minor traffic violations? If yes, please explain.

Yes No

Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance, and seriousness.

RECORD OF EMPLOYMENT

Na' Neelzhiin Ji Olta', Inc. will confirm dates of employment, positions held, and reasons for leaving with prior employers. Explain any gaps in employment and other information relevant to eligibility, qualification, and suitability with prior employers in the Additional Information Section.

NOTE: THIS SECTION MUST BE COMPLETE EVEN IF RESUME IS ATTACHED

| | | | | | | |
|---|--------------------|--------------|--|----------------------|------------------------------------|--|
| Name of <u>present</u> or <u>last employer</u> and address (include city and state) | | | <input type="checkbox"/> Full Time Number of hours each week: | | <input type="checkbox"/> Part Time | |
| Type of Business | Name of Supervisor | Phone Number | Starting Date (Mo/Yr) | Leaving Date (Mo/Yr) | | |
| Your Job Title | Second Reference | Phone Number | | | | |
| Reason For Leaving | | | Starting Pay | Final Pay | | |
| Description of Work and Responsibilities (attach additional sheets if necessary) | | | | | | |
| Name of <u>previous employer</u> and address (include city and state) | | | <input type="checkbox"/> Full Time Number of hours each week: | | <input type="checkbox"/> Part Time | |
| Type of Business | Name of Supervisor | Phone Number | Starting Date (Mo/Yr) | Leaving Date (Mo/Yr) | | |
| Your Job Title | Second Reference | Phone Number | | | | |
| Reason For Leaving | | | Starting Pay | Final Pay | | |
| Description of Work and Responsibilities (attach additional sheets if necessary) | | | | | | |
| Name of <u>previous employer</u> and address (include city and state) | | | <input type="checkbox"/> Full Time Number of hours each week: | | <input type="checkbox"/> Part Time | |
| Type of Business | Name of Supervisor | Phone Number | Starting Date (Mo/Yr) | Leaving Date (Mo/Yr) | | |
| Your Job Title | Second Reference | Phone Number | | | | |
| Reason For Leaving | | | Starting Pay | Final Pay | | |
| Description of Work and Responsibilities (attach additional sheets if necessary) | | | | | | |
| Name of <u>previous employer</u> and address (include city and state) | | | <input type="checkbox"/> Full Time Number of hours each week: | | <input type="checkbox"/> Part Time | |
| Type of Business | Name of Supervisor | Phone Number | Starting Date (Mo/Yr) | Leaving Date (Mo/Yr) | | |
| Your Job Title | Second Reference | Phone Number | | | | |
| Reason For Leaving | | | Starting Pay | Final Pay | | |
| Description of Work and Responsibilities (attach additional sheets if necessary) | | | | | | |

CONVICTION REPORT — Please read carefully and answer all questions.

Na' Neelzhiin Ji Olta', Inc. has a tremendous responsibility to its schools and community and must have information from all applicants and employees regarding convictions. ***A record of conviction does not prohibit employment. However, your failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency.** Applicants and employees must report any convictions that occur subsequent to the time they initially complete this form. Questions regarding this information should be directed to the Executive Board.

A. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, vacated, or expunged. If you answer "YES," you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case(s).

YES NO Explanation: _____

B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, while charges against you or an investigation of your behavior was pending? You must answer "YES" even if the matter resolved with any form of settlement or severance agreement regardless of the terms. If you answer "Yes," you must provide the date of termination of employment, the name, address, and telephone number of the employer(s), and a statement of the alleged reasons for termination.

YES NO Explanation: _____

C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES," you must provide the dates of proceedings, name, address, and telephone number of the agency or body here proceedings took place, a statement of the accusations against you, and the final disposition.

YES NO Explanation: _____

D. Are you now being investigated for any alleged misconduct or other alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or other wise), or by your current or any previous employer? If you answer "YES," you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

YES NO Explanation: _____

E. Have you ever been found guilty of, entered a plea of nolo contendere (no contest) or guilty to, been arrested for, been charged with, or are you awaiting trial for any felony or misdemeanor offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, crimes against persons, or offenses committed against or involving children? If so, provide details below, including date of conviction, court where convicted, sentence imposed, and present status of conviction.

YES NO Explanation: _____

I am not awaiting trial on and I have never been convicted of, admitted to, or pled to any of the twenty-four criminal offenses listed below in this State, or similar offenses in another jurisdiction.

I am awaiting trial on or I have been convicted of, admitted to, or pled to one or more of the criminal offenses listed below in this State, or similar offenses in another jurisdiction, and which I checked below.

| | |
|---|---|
| <input type="checkbox"/> Sexual abuse of a minor | <input type="checkbox"/> Burglary in the second or third degree |
| <input type="checkbox"/> Incest | <input type="checkbox"/> Aggravated or armed robbery |
| <input type="checkbox"/> First or second degree murder | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Kidnapping | <input type="checkbox"/> Child abuse |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Sexual conduct with a minor |
| <input type="checkbox"/> Sexual assault | <input type="checkbox"/> Molestation of a child |
| <input type="checkbox"/> Sexual exploitation of a minor | <input type="checkbox"/> Manslaughter |
| <input type="checkbox"/> Commercial exploitation of a minor | <input type="checkbox"/> Aggravated assault |
| <input type="checkbox"/> Burglary in the first degree | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Exploitation of minors involving drug offenses | <input type="checkbox"/> A dangerous crime against children as defined in § 13-604.01 |
| <input type="checkbox"/> Felony offenses involving contributing to the delinquency of a minor | |
| <input type="checkbox"/> Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs | |
| <input type="checkbox"/> Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs | |
| <input type="checkbox"/> Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs | |

If any of the boxes are marked "YES," fill in the information below and attach a letter of explanation. PLEASE PRINT.

CONVICTION INFORMATION

| | | |
|-------------------|--------------------|---------------------|
| CONVICTION CHARGE | DATE OF CONVICTION | COURT OF CONVICTION |
|-------------------|--------------------|---------------------|

| | | |
|------------|----------------|----------------------------|
| CITY/STATE | AMOUNT OF FINE | LENGTH OF JAIL/PRISON TERM |
|------------|----------------|----------------------------|

| | |
|-----------------------------|---------|
| LENGTH & TERMS OF PROBATION | REMARKS |
|-----------------------------|---------|

| | | |
|-------------------|--------------------|---------------------|
| CONVICTION CHARGE | DATE OF CONVICTION | COURT OF CONVICTION |
|-------------------|--------------------|---------------------|

| | | |
|------------|----------------|----------------------------|
| CITY/STATE | AMOUNT OF FINE | LENGTH OF JAIL/PRISON TERM |
|------------|----------------|----------------------------|

| | |
|-----------------------------|---------|
| LENGTH & TERMS OF PROBATION | REMARKS |
|-----------------------------|---------|

*CONVICTION means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state, tribal, or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Na' Neelzhiin Ji Olta', Inc. to make reference checks prior to employment, and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts is a class 3 misdemeanor and may be cause for dismissal.

SIGNATURE: _____ DATE: _____

Acknowledgement of Notary Public:

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____.

NOTARY PUBLIC: _____ MY COMMISSION EXPIRES: _____

NPEA RECORDKEEPING REGULATION

Na' Neelzhiin Ji Olta', Inc. is subject to the Navajo Preference in Employment Act (NPEA), which requires employers on the Navajo Nation to give employment preference to enrolled members of the Navajo Nation, and in some cases, their spouses. The School is also subject to Title VII of the Civil Rights Act of 1964, which allows employers on or near Indian Reservations to give preference to enrolled members of federally-recognized Indian Tribes. In order to implement these laws, the School invites all applicants to complete the following information. The information obtained will be used solely for purposes of complying with these laws. Please type or print.

Name _____ Social Security No. _____

Address _____

_____ Zip Code

- I am an enrolled member of the Navajo Nation.
- I am an enrolled member of another federally-recognized Indian Tribe living on or near the Navajo Nation.
- I am not an enrolled member of the Navajo Nation, **but** I am legally married to a Navajo **and** I have resided within the territorial jurisdiction of the Navajo Nation for a continuous one-year period immediately preceding the date of this application.
- Does not apply.

Signature _____ Date _____