

Walatowa High Charter School

147 Bear head Canyon Road
P.O. Box 669
Jemez Pueblo, NM 87024

Voice: (575) 834 - 0443
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Located on the Jemez Pueblo Indian Reservation

"Think Globally, Create Locally"

How did you hear about us: Newspaper _____ DOL _____ Post Office _____ Jemez Health Clinic _____
Tribal Employment _____ Other (Please Explain) _____

GENERAL INFORMATION

1. Date of Application: _____
2. Position Applying/Vacancy Announcement #: _____
3. Name: (First, Middle, Last) _____ Social Security # _____
4. Address: _____ City: _____ State: _____ Zip Code: _____
5. Telephone Number: Home () _____ -- _____ Work () _____ -- _____
6. Date of Birth: _____
7. Gender: _____ Female _____ Male
8. Are you an enrolled member of Jemez Pueblo? _____ Yes _____ No
9. If No, what is your tribal affiliation, if any? _____
10. Have you ever been employed by this organization? _____ Yes _____ No
11. If yes, provide date(s) of employment: _____
12. On what date would you be available for hire? _____
13. Are you available to work: _____ Full Time _____ Part Time
14. Would you like to be considered for a temporary position/Applicant Pool? _____ Yes _____ No
15. Are you currently employed? _____ Yes _____ No
16. May we contact your present employer? _____ Yes _____ No
17. Do you have a valid driver's license? _____ Yes _____ No
18. Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
19. If yes, please explain (conviction will not necessarily disqualify an applicant from employment).

EDUCATION

20. Please attach a copy of your degree(s) or certificate(s) of completion, licensure(s) as required.

	Name/Address of School	Course of Study	Dates Attended	Diploma/Degree Yes/No
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Vocational School				
Other				

21. Indicate languages other than English you can speak read or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Additional Information

22. Other specialized skills. Summarize special job-related and qualifications acquired from employment or other experience. List equipment, machinery, etc. you can operate.

23. List professional, trade, business or civic activities and offices held.

Employment Experience

24. Start with your present or last job and include any job-related activities and self-employment the last ten (10) years. If you need additional space, please continue on a separate sheet of paper.

a. Employer/Address _____ _____ _____ Supervisor: _____	Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____ # of Hrs. per week _____
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Telephone # _____	Job Title _____
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Reason for leaving: _____
Essential duties performed _____ _____ _____ _____ _____

b. Employer/Address _____ _____ _____ Supervisor: _____	Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____ # of Hrs. per week _____
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Telephone # _____	Job Title _____
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Reason for leaving: _____
Essential duties performed _____ _____ _____ _____ _____

c. Employer/Address _____ _____ _____ Supervisor: _____	Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____ # of Hrs. per week _____
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Telephone # _____	Job Title _____
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Reason for leaving: _____
Essential duties performed _____ _____ _____ _____ _____

25. State any additional information you feel may be helpful to us in considering your application.

References

26. List 3 people who are not related to you and are not supervisors listed under Employment Experience who know your qualifications and fitness for the job you are applying.

Name:	Address:	Telephone #
Name:	Address:	Telephone #
Name:	Address:	Telephone #

Applicant's Statement

27. I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me. Or for discharge should I be hired.

I authorized any of the persons and organizations listed on this application to give you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to conform to the rules and regulations of the Pueblo of Jemez employment. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

Signature of Applicant

Date

FOR PERSONNEL USE ONLY

Position :	Interviewed:	Yes	No	NSL Sent on	by
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Notes: