



# NA' NEELZHIIN JI OLTA, INC.



HCR 79 Box 9  
Cuba, New Mexico 87013  
P. 505-731-2272 | F. 505-731-2252  
[www.naneelzhiin.org](http://www.naneelzhiin.org)

Thank you for your interest in Na' Neelzhiin Ji Olta, Inc. (NJOI). Procedures are outlined below to assist you in the application process.

## 1. APPLICATION FORM

- The application form must be fully completed, even if a resume is submitted.
- Complete names, mailing addresses and telephone numbers of previous employers and references must be provided on the application form. Applications without this information will be returned.
- **Any misrepresentations, falsifications, or material omissions provided by an applicant or employee in any of this information or data may result in NJOI exclusion of the individual from further consideration for employment or, if the person has been hired, will be terminated.**
- Please Email a copy of the application form to the school office ([elainei@naneelzhiin.org](mailto:elainei@naneelzhiin.org)).
- Consideration for employment cannot be given until the fully completed application and required supporting materials are returned to the school office.

## 2. TRANSCRIPTS (Licensed, Administrative, Paraprofessionals and Professional Non-Teaching Applicants)

- Applications must be accompanied by copy of transcripts from each college/university. The transcripts must show course work, hours and grades.
- **Official transcripts must be on file upon recommendation for hire.** Official transcripts are transcripts sent by the applicable college/university, stamped or otherwise acknowledged as official by the college/university, and sent in a sealed envelope.

## 3. LICENSURE

- Teaching positions require applicants to be fully licensed by the New Mexico Public Education Department when applying.
- If applicable, submit a photocopy of all valid certificates required by the position to the Human Resource Office. Certificates must be properly recorded.

## 4. RETENTION OF APPLICATIONS

- **All applications are kept only for the specific recruitment.** New applications are required for each subsequent opening.
- It is suggested that applicants retain a copy of their application for future reference.

## 5. BACKGROUND INVESTIGATION

To continue to provide a safe environment for the children and employees of NJOI, any individual recommended for employment with NJOI will undergo a background investigation, prior to finalization of employment. The background investigation includes a criminal background check by the Navajo Nation Police Department, a Federal Bureau of Investigation, the pertinent States and Counties. A review of the applicant's driving record will be conducted by NJOI's insurance company. Upon results of confidential reference checks with current and former supervisors and personal references. Employment is conditional upon results of the background investigation and favorable adjudication and the reference checks.

**Please make every effort to comply with the application requirements or your employment application will be considered incomplete.**

HOME OF THE WOLFPACK



# Application for Employment

NJOI Received By: \_\_\_\_\_

Na'Neelzhiin Ji Olta', Inc.

HCR 79 Box 9 • Cuba, NM 87013

Telephone: (505) 731-2272

Fax: (505) 731-2252

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

(PLEASE PRINT)

Position Applying For:	<input type="checkbox"/> Temporary	Date of Application
	<input type="checkbox"/> Regular	

How did you learn about this position?  
 Newspaper    Public posting    Internet    Referred by friend / relative    Other \_\_\_\_\_

First Name	Middle Name	Last Name	Social Security Number
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Other names which may appear on application materials, such as transcripts, licenses, certificates

Permanent Address	Street	City	State	ZIP
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Mailing Address	Street or PO box number	City	State	ZIP
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Driver License Number	Expiration Date	State
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Email Address

Home Telephone Number	Work Telephone Number	Cellular Telephone Number
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May we contact you at work?    Yes    No   If yes, best time to contact you \_\_\_\_\_

Do you have the legal right to accept employment in the United States?    Yes    No   Date available for work \_\_\_\_\_

## TYPE OF LICENSURE (Complete if applying for teaching or administrative position)

LICENSURE	Level	Endorsement	Expiration Date
Education Administration PreK-12			
Elementary K-8			
Special Education PreK-12			
Educational Leader			
School Counselor			
Library Media			
Substitute Teacher			
Other:			

GRADE LEVEL PREFERENCE    K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>    6<sup>th</sup>    7<sup>th</sup>    8<sup>th</sup>

**INDIAN PREFERENCE**

Are you a U.S. Citizen or approved to work in the U.S?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you claim Indian preference, you will be required to submit a copy of your verification of Indian blood upon commencement of employment. Are you claiming Indian Preference?			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate TRIBAL AFFILIATION		TRIBAL CENSUS #	

**DO ANY OF YOUR RELATIVES WORK FOR DCGS OR IS A GOVERNING BOARD MEMBER?**

(include father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister) If YES, provide relative's name, relationship and title of your relative(s).

NAME	RELATIONSHIP	TITLE	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL INFORMATION**

Do you have a physical condition which may limit your ability to perform the job for which you are applying?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, will you need reasonable accommodation to perform the essential functions of the job for which you are applying?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you relocate if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work overtime if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you travel if job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to meet the attendance requirements of the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No

During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered yes, provide the date, an explanation of the problem, reason for leaving and the employer's name and address (you may attach additional sheets of paper if necessary):


Have you ever been bonded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, for how much?	\$
When?		Where?	

Are you delinquent on any Federal Debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, for how much?	\$
When?		Where?	

Any payment arrangement plans made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered yes, what date?	
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**BACKGROUND INFORMATION**

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you presently being investigated or under a procedure to consider your discharge/termination for misconduct by your present employer?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever resigned from a prior position without being asked, but under the circumstances involving your employer's investigation of criminal conduct?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have any outstanding criminal charges, warrants of arrests or conditions of probation pending against you in New Mexico or in any other state? If yes, attach sheet explaining in detail.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been charged or convicted of D.U.I., D.W.I., or Public Intoxication? If yes, attach sheet explaining in detail.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any civil proceedings involving domestic violence or child abuse or neglect?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any prior accusations of the mismanagement of money or property, making false claims, obtaining employment with false information or withholding information, or any other act involving moral turpitude (i.e. moral fault or wrongful behavior)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any prior disciplinary or employment-related action for lack of commitment to the job, uncooperativeness, insubordination or any other disciplinary or employment-related action?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The disposition of any arrest or charge or applicable civil proceeding?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The disposition of any disciplinary or employment-related charge?

If any of the above statements have been answered "yes," please explain (you may attach additional sheets of paper if necessary):


**EDUCATIONAL BACKGROUND** Begin with where you received your high school diploma.

Institution	Name	City	State	Number of Years Completed	Major	Did you graduate?	Type of degree or diploma earned
High School or GED					N/A		
College or University							
College or University							
Graduate School							
Trade School							

**SKILLS / QUALITIES**

COMPUTER SKILLS Name of Software or Program	Type of Work Produced	Years of Experience
WORK RELATED SKILLS Secretary, Carpentry, Plumber, Boiler, Electrical, Painter, Etc.	Type of Work Produced	Years of Experience

**MILITARY SERVICE**

Have you ever served in the Armed Forces?  Yes  No Branch of Service: \_\_\_\_\_

Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Job Related Training: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Na' Neelzhiin Ji Olta', Inc

Provide the following information for your past and current employers, assignments, internships or volunteer activities, starting with the most recent or current employer. Use additional sheets if necessary. Explain any gaps in employment, such as unemployment or attending school, in comments section below. **Employer information must be accurate and complete, such as address and phone number and dates of employment.** (NJOI conducts verification checks)

EMPLOYMENT						
Employer					Telephone	
Address City, State					Job Title	
Hire date		Last day on job		Immediate supervisor		
Salary Information	\$ Per year		\$ Per hour	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Summary of work performed:					Reason for leaving:	
EMPLOYMENT						
Employer					Telephone	
Address City, State					Job Title	
Hire date		Last day on job		Immediate supervisor		
Salary Information	\$ Per year		\$ Per hour	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Summary of work performed:					Reason for leaving:	
EMPLOYMENT						
Employer					Telephone	
Address City, State					Job Title	
Hire date		Last day on job		Immediate supervisor		
Salary Information	\$ Per year		\$ Per hour	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Summary of work performed:					Reason for leaving:	
EMPLOYMENT						
Employer					Telephone	
Address City, State					Job Title	
Hire date		Last day on job		Immediate supervisor		
Salary Information	\$ Per year		\$ Per hour	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Summary of work performed:					Reason for leaving:	

EMPLOYMENT					
Employer				Telephone	
Address City, State				Job Title	
Hire date		Last day on job		Immediate supervisor	
Salary Information	\$ Per year		\$ Per hour	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Summary of work performed:				Reason for leaving:	

**Explain any gaps of employment.**


**LANGUAGES**

List any languages spoken other than English and check the boxes that best describes your skill level.

	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write
	<input type="checkbox"/> Speak some	<input type="checkbox"/> Speak fluently	<input type="checkbox"/> Read	<input type="checkbox"/> Write

**REFERENCES**

List three (3) SUPERVISORS current and former for the last 5 years.

**NOTE:** Please inform your former supervisor and personal references we will be contacting them.

Provide current working telephone numbers.

Name	Title	From Mo/Yr	To Mo/Yr	Mailing Address	City/State/ ZIP	Phone numbers
Supervisor: 1.						
Supervisor: 2.						
Supervisor: 3.						
Supervisor 4.						

Also list three (3) PERSONAL or PROFESSIONAL references not related to you and who know you well.

Personal references are not family member, relatives, in-laws, or significant other.

Personal/Professional: 1.						
Personal/Professional: 2.						
Personal/Professional: 3.						
Personal/Professional: 4.						

**ORIGINAL STATEMENT**

In your own handwriting, write a brief statement explaining why you chose to enter the education field.


**SUPPORTING DOCUMENTS**

Application must include:

- (1) Current resume & Interest Letter for teaching and administration position
- (2) Copy of high school diploma or GED certificate
- (3) Copy of transcripts from accredited colleges/universities (Official transcripts required upon hire)
- (4) Copies of degrees
- (5) Copy of New Mexico Public Education Department licensure for Teaching and Administrative positions

**I hereby certify the information provided in my application is true and correct and is made under the Federal penalty of perjury if any false statement or withholding relevant information is provided.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

NAME:		SOCIAL SECURITY NUMBER:	
JOB TITLE APPLYING FOR:			

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

- YES, if yes, provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence and the name and addresses of the police department or court involved.
- NO

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

- YES If yes, provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence and the name and addresses of the police department or court involved.
- NO

I certify that my response of the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made to Na' Neelzhiin Ji Olta, Inc. and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### CONSENT TO CONDUCT BACKGROUND INVESTIGATIONS, CRIMINAL BACKGROUND CHECK AND RELEASE

I, \_\_\_\_\_ [Applicant's name], have applied for employment with Na' Neelzhiin Ji Olta', Inc. (hereinafter "NJOI") to work as a \_\_\_\_\_ [Job Title]. I certify that, to the best of my knowledge and belief, all the information on and attached to this application is true, correct, complete and made in good faith. I understand any misrepresentations, falsifications or material omissions provided by an applicant or employee in any of this information or data may result in NJOI excluding the applicant from further consideration for employment, or if the applicant has been hired, may result in termination of employment.

I certify that I am not awaiting trial on and have never been convicted of, admitted in open court or pursuant to a plea agreement of committing any criminal offense in this state or any other jurisdiction for the following:

- a) Sexual abuse of a minor
- b) Incest
- c) First or second-degree murder
- d) Kidnapping
- e) Arson
- f) Sexual assault
- g) Sexual exploitation
- h) Commercial sexual exploitation of a minor
- i) Burglary (aggravated or simple) in the first-degree
- j) Burglary (aggravated or simple) in the second or third degree
- k) Aggravated armed robbery
- l) Aggravated robbery or simple robbery
- m) Child abuse
- n) Sexual conduct with a minor
- o) Molestation of a child
- p) Voluntary manslaughter
- q) Aggravated assault
- r) Assault/battery
- s) Any offense involving contributing to the delinquency of a minor
- t) Offenses involving sale, distribution, transportation, the offer to sell, transport or distribute, or conspiracy to sell, transport, distribute marijuana, dangerous or narcotic drugs, or controlled substances.
- u) Misdemeanor offenses involving the possession or use of marijuana, dangerous drugs, or any other controlled substances
- v) Felony offense involving contributing to the delinquency of a minor
- w) Any dangerous crime against children as defined by New Mexico State
- x) Exploitation of minor involving drug offenses
- y) Fraud / Identity Theft
- z) Embezzlement

I understand that for NJOI to determine my eligibility, qualifications, and suitability for employment, NJOI will conduct a background investigation and criminal background check. A background investigation may include asking any current or former employer or educational institution that I have attended or been employed by, about my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, positions held, reasons for leaving employment, whether I could be re-hired, reasons for not re- hiring (if applicable) and similar information.

I understand and agree that a background investigation will include a criminal background check to determine if I have ever been convicted of or admitted in open court or pursuant to a plea agreement, any criminal offense in a federal, state and tribal jurisdiction involving misconduct with a minor or the other offenses in listed in NJOI Personnel Policy.

I release, hold harmless, and agree not to sue or file a claim of any kind against any current or former employer, educational institution or any other applicable third party or officer or employee of such employer, educational institute or third party, who, in good faith, furnishes written or oral references requested by NJOI to complete its background investigation and criminal background check.

I hereby give my consent for any employer or educational institution to release information requested in connection with NJOI's background investigation. Further, I hereby give my consent for any governmental entity, agency or private party to provide information relative to the criminal background check process.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature