



APPLICATION FOR EMPLOYMENT - RETURN ALL APPLICATION MATERIALS TO:

HUMAN RESOURCE DEPARTMENT
NAATSI'S'AAN COMMUNITY SCHOOL
P. O. Box # 10010
TONALEA, ARIZONA 86044
PHONE # (928) 672-2335
FAX #: (928) 672-2609
www.ncswarriors.org

PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. The **Naatsis'aan Community School** operates under the Native American Preference Policy that states: basically, gives equal preference to eligible and qualified Native American applicants accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference. Those applications requiring reasonable accommodation to the application and/or interview process should notify the Superintendent.

DATE OF APPLICATION: _____

PERSONAL DATA (Please type or print):

Name: _____
Last First Middle

Physical Address: Street _____

City: _____ State: _____ Zip Code: _____

Mailing Address: P. O. Box: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Cellular #: _____

Are you a U.S. Citizen? Yes No If no, are you authorized to work in the U. S.? Yes No

Social Security #: _____ When are you available for employment? _____

JOB POSITION DESIRED:

If you are applying for specific vacant position, please list _____

If interested in applying for other types of job positions that may open in the future, please check preferable category below for which you are qualified:

Administrative List desired applicable job position or specialty and semester credit hours:

Teacher or other Certified List grade level or subject area preferences and semester credit hours:

Home Living Secretarial/Clerical/Office Support Food Service Maintenance/Labor/Crafts

Other (list general category) _____

Would you accept any of the following types of employment?

Full-time Part-time Substitute Temporary Night Work On-Call

List days of the week, time of year, time of day or other information regarding when you are generally available to work:

TRAINING & SKILLS:

Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 12 College: 1 2 3 4 5 6

Last High School Attended

Location

Graduation Date

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Names of Colleges, Universities, Trade Business, or other Training School

Attended	Location	Major or Field of Study	Graduation Date	Dates Attended	Degree or Semester Hrs.	GPA

Describe any special training received in addition to that listed above _____

If you have any of the following skills, please check the appropriate box:

- Typing/Words per minute _____ Shorthand/Words per minute _____
- Journeyman skill level in construction or trades. List skills/trades _____
- Other list any other skills you have relevant to the job you are applying for: _____

EMPLOYMENT EXPERIENCE & OTHER QUALIFICATIONS

Indicate the following areas in which you have experience and are proficient:

COMPUTER USE (List program(s), version & years of experience)

- Word Processing _____
- Spreadsheet _____
- Desktop Publishing _____
- Database _____
- Other _____

HEAVY EQUIPMENT/MACHINERY

List type of equipment and years of experience _____

List any other special qualifications, experience or skills you may have (licenses, certificates, skills with certain tools or machines volunteer or community services, membership, etc.) _____

Do you possess an Operator Driver's License?

Yes No Operator's Driver's License #: _____ Expiration Date _____

Do you possess a Commercial Driver's license?

Yes No CDL #: _____ Expiration Date _____

(CDL may not be necessary for employment)

EMPLOYMENT EXPERIENCE

(List most recent experience first and indicate whether position was full-time or part-time
List all your employment activities beginning with the present and working back 5 years. The 5-year period must be accounted for without breaks. For periods of unemployment, list "unemployed" or "attending school". Do not list employment before your 18th birthday unless to provide a minimum of 2 years employment history.)

1. **Name of employer:** _____
Mailing or Street Address: _____
City _____ State _____ Zip code _____
Date of Employment:
From (month/year) _____ to (month/ year) _____ Last Salary _____
Name of Immediate Supervisor: _____ Title _____ Phone _____
Title of Position held _____ Reason for leaving _____
Duties and responsibilities _____
2. **Name of employer:** _____
Mailing or Street Address: _____
City _____ State _____ Zip code _____
Date of Employment:
From (month/year) _____ to (month/ year) _____ Last Salary _____
Name of Immediate Supervisor: _____ Title _____ Phone _____
Title of Position held _____ Reason for leaving _____
Duties and responsibilities _____
3. **Name of employer:** _____
Mailing or Street Address: _____
City _____ State _____ Zip code _____
Date of Employment:
From (month/year) _____ to (month/ year) _____ Last Salary _____
Name of Immediate Supervisor: _____ Title _____ Phone _____
Title of Position held _____ Reason for leaving _____
Duties and responsibilities _____
4. **Name of employer:** _____
Mailing or Street Address: _____
City _____ State _____ Zip code _____
Date of Employment:
From (month/year) _____ to (month/ year) _____ Last Salary _____
Name of Immediate Supervisor: _____ Title _____ Phone _____
Title of Position held _____ Reason for leaving _____
Duties and responsibilities _____

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge _____ Type of discharge: _____

If other than honorable, explain: _____

Have you ever been convicted by a military court martial in the last five (5) years? Yes No

If yes, explain: _____

Are you delinquent on any local, state, or federal debt? Yes No

If yes, explain: _____

REFERENCES & OTHER INFORMATION

PERSONAL REFERENCES (Give names and address of three references who have knowledge of your personality, character, and work habits. Do not include personal friends or relatives. Former employers or co-workers are preferred).

Name	Position & Occupation	Phone
1.		
2.		
3.		

ADDITIONAL EMPLOYMENT INFORMATION:

Have you ever been involuntarily terminated or asked to resign from employment, or recalled from public office/ entity? Yes No

If yes, please give the following:

Name of Employer: _____ Date of termination: _____

Reason for termination, request of resignation, or recall: _____

Are you currently employed? Yes No if yes, state briefly your reason for desiring a change:

Please list any languages other than English in which you are fluent _____

Did you have a job-related accident in your last job? Yes No If yes, describe accident, injury and number of workdays lost. (A "yes" answer will not necessarily prohibit you from being considered for employment with the School).

Do you have any physical condition(s), which may challenge your ability to perform the responsibilities of the job for which you are applying? Yes No

If yes, please explain: _____

ADDITIONAL EMPLOYMENT INFORMATION (continues)

Have you ever worked for the **Naatsis'Aan Community School**?

Job position: _____ Date: _____

Have you ever worked or applied for work under a different name, give name:

Describe any special abilities, talents, skills or experience you have (e.g. drama, music, athletics, computers, special training, etc.): _____

Please list any professional and /or civic activities in which you are involved (include offices held and honors or awards received): _____

Would you be willing to coach or sponsor an extracurricular activity? Yes No If yes, in which areas do you feel qualified? _____

STATEMENT:

Please write a brief statement explaining why you chose to apply for a position with **Naatsis'aan Community School**: _____

APPLICANT SIGNATURE:

READ CAREFULLY BEFORE SIGNING:

I certify that the information supplied in this application is true and correct under Federal penalty of perjury, which is punishable by fine and/or imprisonment; and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I hereby authorize **Naatsis'Aan Community School Governing Board of Education, Inc.**, by and through its agents and employees to make any investigations of my personal, professional, and financial background, as it deems necessary. Falsification of any part of this application shall be cause for rejection of application or dismissal, up to prosecution.

Applicant's Signature _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

Applicants are considered for the job base upon job related qualifications, without regard of race, religion, color, age, national origin, sex, physical handicap, or disability and/or other protected classifications under state and federal equal employment opportunity laws.

Conviction Report

This section to be completed by all applicants

Applicant Name _____ Social Security No. _____

Because of the responsibility Naa Tsis' Aan Community School, Inc. has to its school children and community, the following information is needed from all applicants and employees regarding convictions. CONVICTION means the final judgement on a verdict or a finding of guilty, or plea of no contest, in any state, federal, or tribal 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 judgement which has expunged by pardon, reversed, set aside, or otherwise rendered invalid.

A record of conviction does not prohibit employment. However, 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 subsequently to the time they initially completed this form. Questions regarding this information should be directed to the Naa Tsis' Aan Community School, Inc. administration office. Please read carefully, answer any questions, and sign at the bottom.

Have you ever been convicted of a minor offense other than traffic violation(s)? Yes No

Have you ever been convicted of driving while under the influence of drugs or alcohol (DUI)? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a sex or drug-related offense? Yes No

Have you ever been convicted of a dangerous crime against children defined as follows? Yes No

(Second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.)

If any of the answers to the above questions is marked "Yes", please write a detailed explanation below:

I hereby certify that the information presented on this application is true, accurate and complete under Federal penalty of perjury, which is punishable by fine and/or imprisonment. 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 Naa Tsis' Aan Community School, Inc. I authorize the Naa Tsis' Aan Community School, Inc. to make reference checks and I will execute such documents to facilitate this investigation. I understand that my employment application is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for rejection or dismissal, up to prosecution.

Applicant's Signature

Date

CONVICTION REPORT