

NAVAJO ENGINEERING AND CONSTRUCTION AUTHORITY

P.O. BOX 969 SHIPROCK, NEW MEXICO 87420 TELEPHONE 505-368-5151

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Navajo Engineering and Construction Authority gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA)

LAST

FIRST

MIDDLE

SUFFIX

PERSONAL INFORMATION

DATE:

CENSUS NO.

NAME:

LAST

FIRST

MIDDLE

SUFFIX

MAILING ADDRESS:

CITY

STATE

ZIPCODE

PHYSICAL ADDRESS:

CITY

STATE

ZIPCODE

PHONE NO:

CELL NO:

MESSAGE NO:

DRIVER'S LICENSE NO:

☐

CDL

☐

OPERATOR

CLASS

STATE

EXPIRATION DATE (MM/DD/YYYY)

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED WITH N.E.C.A.?

☐

YES

☐

NO

NAME/DEPARTMENT:

RELATIONSHIP:

U.S. MILITARY OR NAVAL
SERVICE?

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD
OR RESERVES

EMPLOYMENT DESIRED

1.

3.

DATE YOU CAN
START:

WAGES DESIRED:

2.

4.

ARE YOU EMPLOYED NOW?

☐

YES

☐

NO

IF SO MAY WE INQUIRE OF YOUR PRESENT
EMPLOYER?

☐

YES

☐

NO

If yes, list Employer & Phone no:

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE

WHEN

EDUCATION

NAME AND LOCATION OF SCHOOL

DATES ATTENDED (MM/YY)

FROM

TO

GED/DIPLOMA/DEGREE
RECEIVED

MAJOR/MINOR

GRAMMER SCHOOL

HIGH SCHOOL

COLLEGE

TECHNICAL/VOCATIONAL/BUSINESS SCHOOL

DO YOU TYPE?

ARE YOU FAMILIAR WITH A COMPUTER?

ARE YOU FAMILIAR WITH BOOKKEEPING?

ADDITIONAL EMPLOYMENT INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? *

☐

YES

☐

NO

IF YES, GIVE DATE AND REASON

ATTACH ADDITIONAL SHEET IF NECESSARY

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING CONDUCT THAT IS
CONSIDERED CONTRARY TO COMMUNITY STANDARDS OF JUSTICE, HONESTY OR GOOD MORALS? *

☐

YES

☐

NO

If yes, Give Date and Reason

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

ADDITIONAL EMPLOYMENT INFORMATION (CONT'D)

LIST ANY PHYSICAL CONDITION(S) WHICH MAY CHALLENGE YOUR ABILITY TO PERFORM THE RESPONSIBILITIES OF THE JOB FOR WHICH YOU ARE APPLYING.

EMPLOYMENT HISTORY (Do not indicate "See Resume". Begin with current or most recent position.)

DATE (MM/YYYY)	NAME AND ADDRESS OF EMPLOYER	SALARY	JOB TITLE	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES:

GIVE BELOW THE NAMES OF THREE (3) PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	TELEPHONE NUMBER	YEARS ACQUAINTED
1.				
2.				
3.				

IN CASE OF EMERGENCY NOTIFY:

NAME

MAILING ADDRESS

PHONE NO.

PRE-EMPLOYMENT STATEMENT - PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW

THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY MISREPRESENTATION OR OMISSION OF ANY FACT IN MY APPLICATION, OR ANY OTHER MATERIALS USED IN THE APPLICATION PROCESS, OR INFORMATION OFFERED DURING ANY INTERVIEWS, CAN BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT WITH NAVAJO ENGINEERING AND CONSTRUCTION AUTHORITY. MY SIGNATURE BELOW AUTHORIZES NAVAJO ENGINEERING AND CONSTRUCTION AUTHORITY TO CONTACT ANY OF MY PRIOR EMPLOYERS FOR REFERENCE PURPOSES.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS IN THIS APPLICATION, FURTHER I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE**SIGNATURE****DO NOT WRITE BELOW THIS LINE**

APPLICATION SENT TO: _____

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED

FOR DEPT

POSITION

WILL REPORT

SALARY WAGES

APPROVED:

1.

2.

PROJECT FOREMAN

SUPERINTENDENT