

NAVAJO ENGINEERING AND CONSTRUCTION AUTHORITY

P.O. BOX 969 SHIPROCK, NEW MEXICO 87420 TELEPHONE 505-210-7070

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 ID

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)		GED/DIPLOMA/DEGREE RECEIVED	MAJOR/MINOR
	FROM	TO		
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

REMARKS: _____

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED FOR DEPT POSITION WILL REPORT SALARY WAGES

APPROVED:

1.

2.

PROJECT FOREMAN

SUPERINTENDENT