

NAVAJO ENGINEERING AND CONSTRUCTION AUTHORITY

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

EMPLOYMENT APPLICATION

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 M.I

MAILING ADDRESS: CITY: STATE: ZIPCODE:

PHYSICAL ADDRESS:

PHONE: EMAIL:

CDL REGULAR

ID LICENSE NO: CLASS: STATE: EXP: (MMDDYY)

ARE YOU RELATED TO ANYONE WITHIN NECA? YES NO If YES, provide the following information

NAME/DEPARTMENT: RELATIONSHIP:

U.S. MILITARY OR NAVAL SERVICE? RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

EMPLOYMENT DESIRED

1. 3. DATE YOU CAN WAGES DESIRED:
2. 4. START:

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		
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

* 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

RELATIONSHIP

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 FACTS ON MY APPLICATION, OR ANY OTHER MATERIALS USED IN THE APPLICATION PROCESS, OR INFORMATION OFFERED DURING ANY INTERVIEW, 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 ON 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:

