



APPLICATION DATE: _____

Human Resources Department
 44 Pinsbaari Drive
 Acoma, NM 87034
 (505) 552-6671

Acoma Tribe members will have hiring preference whenever possible. Otherwise, Haak'u Community Academy is an Equal Employment Opportunity employer. All applicants will be considered for employment without regard to race, color, religion, creed, gender, national origin, age disability, sexual orientation, marital or veteran status, or any other status protected by law.

APPLICATION FOR EMPLOYMENT

LAST NAME		FIRST	MIDDLE	OTHER NAMED USED IN EMPLOYMENT	
MAILING ADDRESS			CITY	STATE	ZIP CODE
PRIMARY PHONE NUMBER		ALTERNATE PHONE NUMBER		EMAIL ADDRESS	
ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.? <input type="checkbox"/> YES <input type="checkbox"/> NO			HAVE YOU EVER OR CURRENTLY A MEMBER OF A TRIBE? <input type="checkbox"/> ACOMA TRIBE <input type="checkbox"/> NO <input type="checkbox"/> OTHER TRIBE _____		
POSITION DESIRED (Only one (1) position per application is accepted).				RATE OF PAY DESIRED	
TYPE OF WORK DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> ON CALL/SPECIAL EVENTS <input type="checkbox"/> SEASONAL/TEMPORARY				AVAILABLE START DATE	
PLEASE GIVE SPECIAL SKILLS OR TRAINING THAT QUALIFY YOU FOR THIS POSITION.					
PROFESSIONAL LICENSES, CERTIFICATES OR REGISTRATION				ARE YOU 21 OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW DID YOU LEARN ABOUT THIS JOB?			(NEWSPAPER, AGENCY, CURRENT EMPLOYEE, ETC?)		
WERE YOU PREVIOUSLY EMPLOYED BY HAAK'U COMMUNITY ACADEMY? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, give dates and position you held.</i>					
NAME(S) OF RELATIVE(S) CURRENTLY EMPLOYED AT HAAK'U COMMUNITY ACADEMY					

EDUCATION

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE / DIPLOMA
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE				<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER				<input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYEE WORK HISTORY

Please give accurate, complete full-time and part-time record. Start with present or most recent employer.

COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
COMPANY NAME		TELEPHONE
ADDRESS		DATE OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE	SUPERVISOR'S NAME	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION	REASON FOR LEAVING	
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? IF NOT, PLEASE INDICATE BELOW:		
Do Not Contact:	Reason	

*Have you ever had your driver's license suspended or revoked as a result of moving violation(s)?

Yes No If yes, please explain.

What additional information would you like to add about your skills and education?

Is there any reason why you cannot perform the duties for the position in which you are applying? You may review job descriptions in the Human Resources office. The Human Resources office does NOT make copies for the public.

Yes No If yes, please explain:

Haak'u Community Academy complies with the Drug Free workplace Act of 1988, Executive Order No. 12564. As an obligation to our employees, clients and the public at large, to reasonably ensure safety in our workplace, depending on grant regulations, new employees may be subject to pre-employment drug screening. Job offers may be contingent upon negative results. The collection and testing are conducted in accordance with 49 Code of Federal Regulations Parts 40 and 382. Applicants with positive results will have the opportunity to discuss matters with the Medical Review Officer.

I have read and understand the above statement: Yes *Please initial here* _____

Note: In accordance with its sovereign powers to regulate activities within its jurisdiction, Haak'u Community Academy adheres to employment practices that ensure the selection of qualified tribal members whenever possible. In order to maximize opportunities, in accordance with Section 703 of Title VII of the Civil Rights Acts of 1964 and 1990, as amended, defined by the Bureau of Indian Affairs Requirements in 25 CFR, officially enrolled members of the Acoma Pueblo tribe members are given first hiring preference.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Haak'u Community Academy, I may resign such employment at any time at my discretion, with or without prior notice, and Haak'u Community Academy may terminate my employment at any time at their discretion, with or without cause and/or prior notice.

I affirm that the above information is true and complete to the best of my knowledge. Should I be employed by Haak'u Community Academy, any misrepresentations or false statements contained herein, or failure of a pre-employment drug screen if applicable, may be considered grounds for discharge. Haak'u Community Academy may contact (directly or through the services of investigative agencies) the references I have listed, or any other source, to obtain all necessary information concerning my prior employment and/or personal history.

APPLICANT SIGNATURE _____ **DATE** _____