PUEBLO OF LAGUNA EMPLOYMENT APPLICATION

Please refer to the Application Instructions on the last page to ensure proper completion and submission of this application.

Human Resources Office
22 Capital Rd./ PO Box 194
Laguna, NM 87026
505-552-6654 – Phone
505-552-9675 – Fax
www.lagunapueblo-nsn.gov

Vacant Position & Announcement # _____

If you are applying for more than one position, please complete a separate application for each position.

General Information

Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____

City _____ State _____

Zip Code _____

Contact Number _____ Alternate Number _____

Email Address _____

Have you previously been employed by the Pueblo of Laguna Government? ☐ Yes ☐ No

If yes, please provide employment date(s) and position(s) held.

If you are hired with the Pueblo, previous employment with some of the Pueblo's entities may have an effect on your benefits. Have you previously been employed by any of the following Pueblo of Laguna entities - Laguna Development Corporation, Laguna Department of Education, Laguna Housing Development and Management Enterprise, Laguna Rainbow Corporation, Laguna Utility Authority? ☐ Yes ☐ No

Education

Type of School	Name of school	School Address and Phone	Number of Years Completed	Course of Study	Degree or Certificate Received
High School					☐ Yes ☐ No
College or Trade School					☐ Yes ☐ No
Graduate School					☐ Yes ☐ No
Other					☐ Yes ☐ No

Employment Experience **Start with your present or most recent job – include volunteer experience if applicable.**

1. Name of Employer _____

Employer Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Last Job Title _____

Date of Employment From _____ To _____ Salary _____
Month/Year Month/Year Hourly/Annual

Reason for Leaving (be specific).

List or describe the duties performed while you worked at this organization.

May we contact your Current Employer ☐ Yes ☐ No Supervisor's Name _____

2. Name of Employer _____

Employer Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Last Job Title _____

Date of Employment From _____ To _____ Salary _____
Month/Year Month/Year Hourly/Annual

Reason for Leaving (be specific).

List or describe the duties performed while you worked at this organization.

Supervisor's Name _____

3. Name of Employer _____

Employer Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Last Job Title _____

Date of Employment From _____ To _____ Salary _____
Month/Year Month/Year Hourly/Annual

Reason for Leaving (be specific).

List or describe the duties performed while you worked at this organization.

Supervisor's Name _____

4. Name of Employer _____

Employer Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Last Job Title _____

Date of Employment From _____ To _____ Salary _____
Month/Year Month/Year Hourly/Annual

Reason for Leaving (be specific).

List or describe the duties performed while you worked at this organization.

Supervisor's Name _____

List any other experience, skills, qualifications or hobbies which you believe should be considered in evaluating your qualifications for employment

Are you able to perform the essential duties and responsibilities of the position? ☐ Yes ☐ No

If No, are there reasonable accommodations that can be made to allow you to perform the essential requirements of the job?

Laguna Preference / Indian Preference

The Pueblo adheres to a policy of preferential hiring of qualified Laguna and other Native American applicants. If you would like to see the provisions of this policy, it is available on the Pueblo's website or in the Pueblo's HR Office. In order to qualify for consideration under this policy, please check the first description which applies to you.

☐ Regular Member of the Pueblo of Laguna ☐ Member of a Federally Recognized Tribe ☐ All other Persons

☐ Naturalized Member of the Pueblo of Laguna Tribal Affiliation _____

Census Number _____

Suitability Information

The Pueblo conducts background investigations to determine suitability to the position for which you are applying. The following information will be used for that purpose. If you would like to see the provisions of this policy, it is available on the Pueblo's website. If you have questions regarding the Pueblo's Suitability Policy, please contact the Pueblo's HR Office.

Are any members of your immediate family employed by the Pueblo of Laguna Government? ☐ Yes ☐ No

Name of Person(s) and Relationship to you: _____

Have you ever been charged or convicted of a crime? (A charge or conviction will not necessarily automatically disqualify you for employment. Factors such as age and date of conviction, serious and nature of crime, and rehabilitation will be considered). ☐ Yes ☐ No

If yes, please provide the type of charge / conviction and dates associated with the charge / conviction.

Do you have a valid Driver's License? ☐ Yes ☐ No Are you at least 21 years of age? ☐ Yes ☐ No

Have you had any vehicle accidents or moving violations in the past three years? ☐ Yes ☐ No

If yes, please list any violation(s) and date(s) associated with the violation(s)

Acknowledgement

I certify that the information provided on this employment application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interviews, including material omissions, may result in discharge. I understand that I will be required to submit additional information for a background investigation and submit to a drug and alcohol test. Additionally, I understand that I will be required to abide by all rules and regulations established for employees of the Pueblo of Laguna.

By signing below or submitting your application via email, you acknowledge the above statement.

Applicant Signature _____ Date _____

HR USE ONLY:

Application received by:

☐ In Person ☐ Fax ☐ Mail ☐ Email Date/Time Received: _____

PUEBLO OF LAGUNA

APPLICATION INSTRUCTIONS

The attached employment application is the first and most important step when you apply for employment with the Pueblo of Laguna. All information you provide will be used to determine whether or not you meet the minimum qualifications for the position you are applying. **Before completing the application, please read the following instructions:**

Submit by Email If you are completing this application electronically, the best way to ensure it is received by the Human Resources Office is to download the application and complete the form using the latest version of Adobe Reader or Adobe Acrobat. Submit your completed application by email as an attachment through your preferred email provider.

Fill in all spaces Your application will be considered incomplete if there are any blank spaces on the application. You will not be notified if you leave blank spaces; instead, you will not be considered for the position.

Read the Minimum Qualifications required by the position Your application must show that you meet the minimum qualifications of the position as identified in the job announcement. Your application will not be considered for the position if you fail to provide information which shows you do meet the qualifications. All open job announcements are available on the Pueblo's website - www.lagunapueblo-nsn.gov. If you do not have access to the internet, please contact the POL HR Office at (505) 552-6654.

Resumes Your resume must contain all information asked for in the "**Employment Experience**" portion of the application form. If you resume does not contain the required information, the Human Resources Office will not be able to determine if you have met the minimum qualifications.

Additional Employment Experience If you need to include more than four previous employers, please provide the required information in the same format as the "**Employment Experience**" section of the application.

Certificates, licenses, education documents Required documentation identified in the job announcement must be provided to the Human Resources Office prior to the onset of the background investigation process.

Outside Employment The Pueblo of Laguna reserves the right to prohibit employees from working, either part-time or full-time with other organizations if such employment interferes with the proper and effective performance of regular duties or results in a conflict of interest. It is the responsibility of the applicant, if chosen for hire, to inform the Pueblo of outside employment during the interview process.

You must SIGN the application to be considered for the position for which you are applying. Your signature acknowledges all information you have provided is accurate. A digital signature or typed signature will suffice for electronic submissions (see below). Failure to provide accurate or truthful information on this application will automatically disqualify you from being considered for the position for which you are applying.

Recruitment and Selection If you would like a copy of the Pueblo's Recruitment and Selection Policy, please contact the POL HR Office at (505) 552-6654

APPLICATION PACKETS CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS

1. Email the application to polemployment@pol-nsn.gov
2. Mail to Pueblo of Laguna / Attn: HR
   P.O. Box 194
   Laguna, NM 87026
3. Fax to (505)-552-9675.
4. Physically deliver to the Pueblo of Laguna HR Office at 22 Capital Rd., Laguna NM.

Regardless of the method you submit your application, you must ensure your application is hand delivered, mailed, or electronically mailed to the Human Resources Office by 11:59pm on the closing date specified in the job vacancy announcement. If you have questions regarding the Pueblo of Laguna application form, the recruitment policy or the recruitment process, please contact Clarice Chavez at (505) 552-5785 or at cchavez@pol-nsn.gov