



Santa Clara Pueblo Housing Authority

201 Road Runner Road, Espanola NM 87532-1313

Phone: (505)-753-6170 Fax: (505) 753-3699

info@scphousing.org – www.scphousing.org

APPLICATION FOR EMPLOYMENT

Preference shall be offered first to enrolled members of the Pueblo, second to "Affiliated" members of the Pueblo, third members of other federally recognized tribes, and fourth to Veterans. Otherwise, Santa Clara Pueblo Housing Authority (SCPHA) hires as an Equal Employment Opportunity employer and applicants with stronger qualifications may be selected over applicants entitled to preferential consideration.

POSITION APPLIED FOR:			
LAST NAME:	FIRST:	MIDDLE:	OTHER NAMES USED IN EMPLOYMENT:
MAILING ADDRESS:		CITY:	STATE: ZIP CODE:
HOME TELEPHONE: ()	BUSINESS TELEPHONE: ()	CELLULAR/MOBILE TELEPHONE: ()	
BEST TIME TO CONTACT YOU: AM/PM	MAY WE CONTACT YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO	SOCIAL SECURITY #:	
DRIVER'S LICENSE NUMBER:	EXPIRATION DATE:	STATE:	
ARE YOU AN AMERICAN CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		CHECK IF ANY OF THE FOLLOWING APPLY: <input type="checkbox"/> I AM A MEMBER OF THE PUEBLO OF SANTA CLARA <input type="checkbox"/> I AM "AFFILIATED" OF THE PUEBLO OF SANTA CLARA <input type="checkbox"/> I AM A MEMBER OF ANOTHER TRIBE <input type="checkbox"/> I AM A VETERAN OF U.S. ARMED FORCES	
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/ TEMPORARY <input type="checkbox"/> SEASONAL			AVAILABLE START DATE:
PLEASE LIST ANY SPECIAL SKILLS OR TRAINING THAT QUALIFIES YOU FOR THIS POSITION.			
PLEASE LIST ANY SPECIAL ACCOMPLISHMENTS, AWARDS, OR PUBLICATIONS. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status).			
PROFESSIONAL LICENSES, CERTIFICATES OR REGISTRATION:			ARE YOU 18 OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOW DID YOU LEARN ABOUT THIS JOB? (NEWSPAPER, TRIBAL NEWSLETTER, AGENCY, CURRENT EMPLOYEE, WEBSITE, ETC?)			
WERE YOU PREVIOUSLY EMPLOYED BY THE SCPHA? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list dates and position held.			
HAVE YOU PREVIOUSLY SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH SCPHA? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when? Month: Year:			

LIST NAME(S) OF ANY RELATIVE(S) NOW EMPLOYED AT SCPHA.

EDUCATION

	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY (MAJOR/MINOR)	YEARS ATTENDED	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	

WORK HISTORY

Please give an accurate and complete full-time and part-time record. Start with present or most recent employer. Explain any breaks in employment history in comment section below.

COMPANY NAME:		TELEPHONE:
ADDRESS:		DATES OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE:	SUPERVISOR'S NAME AND TITLE:	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION AND RESPONSIBILITIES:		REASON FOR LEAVING:
		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME:		TELEPHONE:
ADDRESS:		DATES OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE:	SUPERVISOR'S NAME AND TITLE:	RATE OF PAY START: _____ FINAL: _____
POSITION DESCRIPTION AND RESPONSIBILITIES:		REASON FOR LEAVING:
		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME:		TELEPHONE:
ADDRESS:		DATES OF EMPLOYMENT FROM: _____ TO: _____
JOB TITLE:	SUPERVISOR'S NAME AND TITLE:	RATE OF PAY START: _____ FINAL: _____

POSITION DESCRIPTION	REASON FOR LEAVING
	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS: INCLUDE ANY RELEVANT EXPERIENCE NOT INDICATED ABOVE AND ANY BREAKS IN EMPLOYMENT.

Have you ever been bonded? <input type="checkbox"/> YES <input type="checkbox"/> NO Explain (optional):	Have you been convicted of a misdemeanor crime in the last seven (7) years? * <input type="checkbox"/> YES <input type="checkbox"/> NO Explain (optional):
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Have you ever been convicted of a felony crime? * YES NO If yes, please explain (optional).

Have you ever had your driver's license suspended or revoked as a result of moving violation(s)? YES NO If yes, please explain.

**You may attach additional sheets if necessary. Information supplied on an applicant's conviction record will not necessarily bar that applicant from consideration for employment. The nature of, reason for, and time elapsed since the conviction will be reviewed in light of the duties of the job sought. Clarification may be requested by human resources and/or the interviewing panel.*

Are you willing to relocate if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you willing to travel if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Are you able to meet the attendance requirements of the position? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you willing to work overtime if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, please explain:
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SCPHA 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 and to reasonably ensure safety in our workplace, all new employees will be subject to pre-employment drug screening. All job offers will be contingent upon negative results. The collection and testing are conducted in accordance with Title 49 of the Code of Federal Regulations Parts 40 and 382. Applicants who receive positive results on drug screening 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, the Pueblo 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 Pueblo are given first hiring preference.

REFERENCES
List names and contact information of three (3) Business/Work References WHO ARE NOT related to you and ARE NOT previous supervisors. If you do not have three (3) Business/Work References, you may list other references from school or personal acquaintance,

who ARE NOT related to you.

NAME:	YEARS KNOWN AND IN WHAT CAPACITY:
HOME TELEPHONE:	BUSINESS TELEPHONE:
HOME ADDRESS:	CITY: STATE: ZIP:
BUSINESS ADDRESS:	CITY: STATE: ZIP:
NAME:	YEARS KNOWN AND IN WHAT CAPACITY:
HOME TELEPHONE:	BUSINESS TELEPHONE:
HOME ADDRESS:	CITY: STATE: ZIP:
BUSINESS ADDRESS:	CITY: STATE: ZIP:
NAME:	YEARS KNOWN AND IN WHAT CAPACITY:
HOME TELEPHONE:	BUSINESS TELEPHONE:
HOME ADDRESS:	CITY: STATE: ZIP:
BUSINESS ADDRESS:	CITY: STATE: ZIP:

ADDITIONAL INFORMATION

List any professional, trade, business, or civil associations and any offices held. Exclude memberships which reveal sex, race, religion, national origin, age, color disability, or any other similarly protected status.

Organization	Offices Held

HOME ADDRESSES FOR THE PAST FIVE (5) YEARS

You may attach additional sheets if necessary.

Address:	From:
City: State: Zip:	To:
Address:	From:
City: State: Zip:	To:
Address:	From:
City: State: Zip:	To:
Address:	From:
City: State: Zip:	To:

BACKGROUND INFORMATION

Please read the following section carefully and thoroughly. You should include any convictions that resulted from a plea of *nolo contendere* (no contest), but omit: traffic fines of \$300.00 or less; any violation of law committed before your 16th birthday; any violation committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law; any conviction set aside under the Federal Youth Corrections Act or similar State law; and any conviction whose record was expunged under Federal or State law.

1.	Have you ever been arrested for or charged with a crime involving a child? <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Have you ever been arrested for or charged with a crime or been found guilty of, or entered a plea of <i>nolo contendere</i> or guilty to any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, exploitation, or other crimes against persons? <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	During the last ten (10) years, have you been convicted, been imprisoned, been on probation, or been on parole? (Include felonies, firearms or explosive violations, misdemeanors, and all other offenses.) <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Have you been convicted by a military court-martial in the past ten (10) years? <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Do you have charges pending against you currently for any violations of law? <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Have you ever been charged or been found guilty of, or entered a plea of <i>nolo contendere</i> or guilty to any offense involving financial misconduct? <small>If yes, use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the charge, place or occurrence and the name and address of the police department or court involved.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	During the last five (5) years, have you been fired from any job for any reason, have you quit after being told that you would be fired, have you left a job by mutual agreement because of specific problems, or have you been debarred from Federal, State or Tribal employment by such respective agency and/or tribe? <small>If yes, use the additional space section at the end of this application to provide the date and explanation of the termination of employment.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, overpayment of benefits, and other debts to the U.S. Government, such as defaults on Federally guaranteed or insured loans such as student and home mortgage loans.) <small>If yes, use the additional space section at the end of this application to provide the date and explanation of any occurrence or debt related to the question.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Are you delinquent on any court ordered child or spousal support? <small>If yes, use the additional space section at the end of this application to provide the date and explanation of any occurrence or debt related to the question.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Are you delinquent on any rent or housing payment, whether to SCPHA, another Tribally Designated Housing Entity, or a private party? <small>If yes, use the additional space section at the end of this application to provide the date and explanation of any occurrence or debt related to the question.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO

ADDITIONAL INFORMATION

When providing additional information, please list the number of the question to which you are responding.

I affirm that the above information is true and complete to the best of my knowledge. Should I be employed by SCPHA, I understand that any misrepresentations or false statements contained herein may be considered cause for discharge.

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

I understand that I need not provide SCPHA with my Social Security Number or proof of citizenship or work authorization at this time in accordance with the Privacy Act of 1974, which is codified at 5 U.S.C. 552a Section 7(b). However, in the event that I am employed by SCPHA, I understand that I will be required to provide my Social Security Number and proof of citizenship or authorization to work at that time.

The information that is provided in this application for employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application or failure of a pre-employment drug screening may result in my dismissal.

I hereby consent to any required background investigations, whether relating to criminal offenses, credit, or employment history, and authorize SCPHA to contact entities possessing information relevant to such records and references listed above.

APPLICANT SIGNATURE

DATE

Confidential For SCPHA office use only:

Date Received: _____

Supporting documentation complete? Yes No

Is applicant entitled to preferential hire? Yes No If yes, list preference _____

Employment history/references verified? Yes No If yes, initialize and date _____

Criminal background check completed? Yes No If yes, initialize and date _____

Criminal history /disclosure concerns: Yes No (attach relevant info.)

Credit check completed? Yes No If yes, initialize and date _____

Date Drug Test Completed on: _____

Negative results: Yes No

Disposition:

Scheduled for interview on: _____

Transfer to call-back file

Incomplete/Ineligible