

# EIGHT NORTHERN INDIAN PUEBLOS COUNCIL, INC.

PO BOX 969 / 327 Eagle Drive Ohkay Owingeh, NM 87566 (P) 505.747.1593 (F) 505.753-6998

## NOTICE TO APPLICANTS

ENIPC, Inc. is an Indian Preference Employer; we appreciate your interest in employment with our organization. The procedure for filling advertised vacancies is as follows:

1. Applications will be accepted until interviews are scheduled at which time the position will be closed. Applications for employment must be submitted to the Human Resources Office. Please do not submit applications directly to the programs.
2. Please list each position that you would like to be considered for. You do not need to fill out a separate application for each position.
3. Selections for interviews will be based on information contained in the ENIPC, Inc. application form. A resume is preferred but not required.
4. Out of area applicants who are scheduled for an interview may do so via phone or Skype, if available.
5. If scheduled interview is missed, it will not be rescheduled unless a request is made to and approved by the HR Director.
6. ENIPC, Inc. does **NOT** provide travel expenses for interviews.
7. If you are hired, ENIPC, Inc. does **NOT** provide relocation expenses.
8. All finalist interviewed will receive a letter or phone call informing them whether or not they were hired.
9. If offered a position, a valid New Mexico driver's license, relevant licensures, and required educational documentation must be provided at the time of orientation.
10. All candidates selected for employment must pass a pre-employment drug screen and be cleared to drive for ENIPC, Inc. through our insurance, prior to beginning work. Continued employment is contingent on passing a background check.

If you have any questions, please feel free to contact the Human Resources office at 505\*747\*1593



**Eight Northern Indian Pueblos Council, Inc**  
**EMPLOYMENT APPLICATION**

Human Resources Department  
 PO BOX 969/ 327 Eagle Drive  
 Ohkay Owingeh, NM 87566  
 (P) 505.747.1593 (F) 505.753.6998  
 Desiree@enipc.org

Position: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Position: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Are you claiming Native American preference? Y/N If yes, Pueblo or Tribe \_\_\_\_\_

Are you 18 years or Older? Y/N If no, can you provide required proof of eligibility to work? Y/N  
 Can you, after employment, submit verification of your legal right to work in the US? Y/N

Do you have a valid Driver's License? Y/N State: \_\_\_\_\_ DL Number: \_\_\_\_\_ EXP: \_\_\_\_\_

Have you ever been employed by ENIPC, Inc? Y/N Department: \_\_\_\_\_ Date: \_\_\_\_\_

When are you available to start working: \_\_\_\_\_

**GENERAL:**

EDUCATION (DO NOT USE "See Resume")					
School Level	Name & Location Of School	Graduated	Certificate/ Diploma	Major/Degree	Graduation Year
High School/ GED		Yes [] No []			
Trade/Business School		Yes [] No []			
College		Yes [] No []			
Graduate School		Yes [] No []			

Subjects of Special Study or Research work \_\_\_\_\_

Special Training or Skills (To include GED, civilian schools, military academies, etc. – complete with dates. Include typing speed, knowledge of computer and software, etc. – please list) \_\_\_\_\_

What languages, other than English, are you fluent in \_\_\_\_\_  
Speaking \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_

**OTHER**

Have you ever been convicted of a **MISDEMEANOR**? YES [ ] NO [ ]  
Have you ever been convicted of a **FELONY**? YES [ ] NO [ ]  
Have you ever been convicted of any type of **THEFT or FRAUD**? YES [ ] NO [ ]

If YES, identify the crime for which you were convicted, the dates of the conviction and the location of the court in which you were convicted. Please provide any details you feel are relevant. Conviction of a crime will not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications. However, failure to list any convictions may be considered as falsifying your application \_\_\_\_\_

**MILITARY SERVICE RECORD**

**HAVE YOU EVER SERVED IN THE US ARMED FORCES?** YES [ ] NO [ ]  
Date Entered \_\_\_\_\_ Date Separated \_\_\_\_\_  
Branch of Service \_\_\_\_\_ Serial Number \_\_\_\_\_  
Selective Service Number \_\_\_\_\_ Selective Service Class \_\_\_\_\_

**DID YOU RECEIVE AN HONORABLE DISCHARGE?** YES [ ] NO [ ]  
If NO, please explain the circumstances \_\_\_\_\_

**ARE YOU A MEMBER OF A US RESERVE OR NATIONAL GUARD?** YES [ ] NO [ ]

COMPLETE ALL INFORMATION; **DO NOT USE "SEE RESUME"**

ATTACH A SEPARATE SHEET FOR ADDITIONAL EMPLOYMENT HISTORY (IF NEEDED)

\*\*\*Please explain any gaps in employment\*\*\*

**EMPLOYMENT HISTORY: (Start with the MOST Recent Job and Work Back)**

ARE YOU CURRENTLY EMPLOYED? YES [ ] NO [ ] If yes, may we contact your employer? Yes [ ] No [ ]

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Supervisor Name and Title: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_ Number of Employees Supervised \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_  
\_\_\_\_\_



Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Supervisor Name and Title: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_ Number of Employees Supervised \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_  
\_\_\_\_\_



Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Employer Name \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Supervisor Name and Title: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_ Number of Employees Supervised \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_  
\_\_\_\_\_

		PHONE		Yrs.
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**REFERENCES: List three (3) persons NOT related to you; that have direct knowledge of your work experience**

NAME	ADDRESS	NUMBER	OCCUPATION	KNOWN

How did you hear about the job vacancy? Newspaper Ad [ ] ENIPC Employee [ ] Walk-In [ ] Friend [ ] Other [ ]

**CERTIFICATION AND AGREEMENT: (Read Carefully before signing)**

**I UNDERSTAND AND AGREE THAT:**

1. Any misrepresentation or omission of facts in my application or any attachments to my application will result in refusal of employment or if employed, termination from employment.
2. It is my understanding that the ENIPC, Inc. will make a thorough investigation of my work, educational and personal history and may verify all data given in my application, related paper or oral interviews. I authorize such investigation and the giving and receiving of any information requested by ENIPC, Inc. and I release from liability any person giving or receiving any such information. I understand that falsification will result in refusal of employment or, if employed, termination from employment.
3. I understand and agree to a pre-employment drug test at ENIPC, Inc. expense, and in addition to random, or for cause testing during my employment to determine if I am alcohol or drug free for the job I am responsible to perform. Failure to submit to such testing will result in termination.
4. I authorize any physician, should the position require, including my personal physician, to release any information to ENIPC, Inc., which may be necessary to determine my ability to perform my assigned duties.
5. I agree to conform to all applicable rules, regulations, policies, and/or disciplinary procedures of ENIPC, Inc. and/ or any Program thereof. I understand that those rules, regulations, policies and/or disciplinary procedures are not intended by ENIPC, Inc. to create an obligation of continued employment.
6. I understand that this document is an application for employment and continued employment is not being offered. I hereby understand and agree that my employment, both during and after the orientation period, is for an indefinite period, and that nothing in this application or any other ENIPC, Inc. document shall be deemed to create any contract of continued employment between me and ENIPC, Inc. I understand that my employment can be terminated at any time pursuant to the ENIPC, Inc. policies and procedures. I understand that employment beyond any orientation period or employment for a number of years shall not result in my heightened expectation of continued employment. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me. I also understand that ENIPC, Inc. is a grant funded organization and that at any time that funding is lost I will be subject to termination.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_