



255 COCHITI STREET/P.O. BOX 255
COCHITI PUEBLO, NM 87072

(Phone) 505-629-4284

INSTRUCTIONS FOR COMPLETING APPLICATION

The completion of this application will represent your ability to follow instructions and to provide written communication. An illegible application may eliminate your chances for consideration.

Please read the minimum qualifications required for the positions you are interested in. If your application fails to prove that you meet the minimum qualifications, you will not be considered for the position.

- If you are applying for more than one position, please fill out separate applications.
- Each application must have an original signature, be legible, and have correct job title and announcement number.
- Cover letter and resume must accompany tribal application.
- Provide a copy of your, certificate(s), degree(s), and/or licensure(s).
- Ensure package is complete, signed, and dated.

Please submit application to the Human Resources Department by the closing date noted on the job announcement no later than 5:00 p.m. Application packages received after the closing date and time will not be accepted.

The Human Resources Department and the hiring department will review all applications to determine if the applicant meets the minimum qualifications. Qualifying applicants will then be selected for interviews. If you are selected, you will be contacted by phone. After interviews are conducted, applicants will be contacted and informed of selection status.

If selected, the pre-employment drug screening and background check process will begin.

Any questions regarding the application package, please contact Human Resources Department at (505) 629-4284.

Thank you for your interest in employment with Pueblo de Cochiti.

APPLICATION FOR EMPLOYMENT

Date of Application: _____

Position Applied For: _____ Announcement No. _____

Drivers License No: _____ Are you of legal age to work? _____

Name: _____
Last First Middle

Address: _____
Physical/PO Box City State Zip

Telephone (Home) _____ (Work/Other) _____

Are you an enrolled member of Cochiti? Yes ___ No ___

Does Pueblo de Cochiti employ any of your relatives? Yes ___ No ___

Name: _____ Department: _____

Name: _____ Department: _____

Do you now work or have you previously worked for Pueblo de Cochiti? Yes or No
(If yes, indicate dates and position)

From: _____ To: _____ Position: _____

Have you been convicted of a felony, misdemeanor, or completed a pre-prosecution?
Yes ___ No ___ (If yes, please explain and provide dates)

EDUCATION (Please attach copies of High School/G.E.D., college degree or college transcripts)

High School /GED Certificate

Name & Location of School: _____

Diploma? _____ Year? _____

If High School was not completed, please indicate grade completed _____

Undergraduate

College or University

Degree(s) Received

Major Field(s)

Date(s) Received

Graduate

College or University

Degree(s) Received

Major Field(s)

Date(s) Received

Field/Trade/Specialization (Please list all licensures/certificates you have been issued)

License/Certificate

License/Cert. No. & Issue/Exp. Date

License/Certificate

License/Cert. No. & Issue/Exp. Date

Special skills you possess that are relevant to the position you are applying for (e.g. computer literacy, equipment operations, management training, etc.)

EMPLOYMENT HISTORY

1.

Company Name Contact Person Phone No.

Employer's Address

Position Full/Part Time Last Wage

From (Mo/Yr) To (Mo/Yr) Reason for Leaving

2.

Company Name Contact Person Phone No.

Employer's Address

Position Full/Part Time Last Wage

From (Mo/Yr) To (Mo/Yr) Reason for Leaving

3.

Company Name Contact Person Phone No.

Employer's Address

Position Full/Part Time Last Wage

From (Mo/Yr) To (Mo/Yr) Reason for Leaving

4.

Company Name Contact Person Phone No.

Employer's Address

Position Full/Part Time Last Wage

From (Mo/Yr.) To (Mo/Yr.) Reason for Leaving

MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? Yes ___ No ___

If yes, which branch? _____

Type of Discharge? _____

Dates of Service? _____

Rank at time of discharge? _____

Did you have any special training or duty? Yes ___ No ___

If yes, please explain: _____

REFERENCES (List only persons we may contact and are not related to you)

Name _____

Phone No. _____

Relationship _____

Years Known _____

Name _____

Phone No. _____

Relationship _____

Years Known _____

I authorize investigation of all statements contained in this application. I understand that misinterpretation or omission of facts is cause for dismissal. Further, I understand and agree, that my employment may be for an indefinite period and I may be terminated at any time without previous notice.

Signature

Date

IF THIS APPLICATION IS INCOMPLETE THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT /INTERVIEW SELECTION.