



Human Resources Department  
 P.O Box 127  
 Santo Domingo Pueblo, NM 87052  
 Email: HR@kewa-nsn.us  
 Office: 505-585-0111

**APPLICATION DATE:** \_\_\_\_\_

*Santo Domingo Pueblo members will have hiring preference whenever possible. Otherwise, Santo Domingo Pueblo 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.*

**Applications must be filled out completely in order to be considered.**

## EMPLOYMENT APPLICATION

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			ARE YOU MEMBER OF A TRIBE? <i>Native American Preference</i> <input type="checkbox"/> SANTO DOMINGO PUEBLO <input type="checkbox"/> OTHER TRIBE <input type="checkbox"/> NO		
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				<b>ARE YOU 21 OR OLDER?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOW DID YOU LEARN ABOUT THIS JOB?				<i>(Current Employee, SD Website, Indeed, SD HR, etc.?)</i>	
WERE YOU PREVIOUSLY EMPLOYED BY SANTO DOMINGO PUEBLO? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, give dates and position you held.</i>					
<b>NAME(S) OF RELATIVE(S) CURRENTLY EMPLOYED AT SANTO DOMINGO PUEBLO</b>					

## 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	

(Continued, page 2)

## EMPLOYEE WORK HISTORY

Please fill this section out thoroughly and 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	
<b>MAY WE CONTACT THE EMPLOYERS LISTED ABOVE?    Yes IF NOT, PLEASE INDICATE BELOW:</b>		
Do Not Contact:	Reason	

(Continued, page 3)

\*Have you ever been convicted of a felony?  Yes  No If yes, please explain.

\*Do you have a valid driver's license?

Yes  No

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

Yes  No  If Yes, please explain.

*\*Information supplied on conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought.*

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:

Santo Domingo Pueblo 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, the Pueblo of Santo Domingo 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 Santo Domingo Tribe are given first hiring preference.*

I understand this application does not constitute an employment contract of any kind. Should I be employed by Santo Domingo Pueblo, I may resign such employment at any time at my discretion, with or without prior notice, and Santo Domingo Pueblo 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 Santo Domingo Pueblo, any misrepresentations or false statements contained herein, or failure of a pre-employment drug screen if applicable, may be considered grounds for discharge. Santo Domingo Pueblo 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** \_\_\_\_\_