

Applicant Name

Vacancy Title

# NAVAJO TECHNICAL UNIVERSITY

Human Resources Department PO Box 849 Crownpoint, NM 87313 505.786.4114 / 4109

Navajo Technical University is committed to enhancing the diversity of the University faculty and staff while at the same time remain consistent with the provisions of the Navajo Nation Employment Preference Act.

### To Apply:

1. View positions by clicking on one of the "Opportunities" buttons online at: [www.navajotech.edu/faculty-staff/human-resources](http://www.navajotech.edu/faculty-staff/human-resources) to review position descriptions.
2. Complete your application for posted positions by entering your information directly on the electronic form. Please answer each section fully and accurately.
3. Please ensure the following checklist is complete prior to submitting your application packet.

- a. NTU Application
- b. Letter of Interest
- c. Resumé / Curriculum Vitae
- d. Copies of Transcripts
- e. Copies of Diplomas and/or Licenses
- f. (3) Letters of Recommendation (within 1 year)

LOR #1: \_\_\_\_\_ Date      LOR #2: \_\_\_\_\_ Date      LOR #3: \_\_\_\_\_ Date

4. Send your application and all additional documents **via email to hr@navajotech.edu** or if you wish to send documents via US mail, send to:

Attn: Human Resources Dept.  
 Navajo Technical University  
 PO Box 849  
 Crownpoint, NM 87313

If you have questions or need assistance, please call 505 786 4114 / 4109 or email hr@navajotech.edu

### Notice to Applicants:

- Please ensure "General Information" section is completed by circling your answer
- Unofficial Transcripts are accepted with applications and must have the confirmed date.
- Incomplete application packets **will not be accepted** for review by the Human Resources Department
- Please submit only one application for each position. Photocopies with original signatures are acceptable.

### Mailing Address:

Navajo Technical University  
 Human Resources Department  
 Post Office Box 849  
 Crownpoint, New Mexico 87313

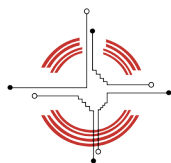
FOR OFFICE USE ONLY

COMPLETE

\_\_\_\_\_  
DATE & INITIAL

### Physical Address:

Navajo Technical University  
 Human Resources Department  
 Administration Building No. 13  
 Lower Point Road/State Highway 371  
 Crownpoint, New Mexico 87313



# APPLICATION FOR EMPLOYMENT

Navajo Technical University  
PO Box 849  
Crownpoint, New Mexico 87313-0849  
Phone: 505 786 4114 / 4109  
Email: hr@navajotech.edu

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, marital status, or any other legally protected status. Navajo Technical University complies with Navajo Preference in Employment Act, and is a drug, alcohol, and tobacco free workplace

Position Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_ Minimum Acceptable Salary: \_\_\_\_\_

How did you learn about this position? Newspaper Internet Friend/Employee Other

## CONTACT INFORMATION

First Name, Middle Initial Last Name Email

Mailing Address City State Zip Code

Home/Cell Phone Number Work/Cell Phone Number Social Security Number

Driver's License Number State Expiration Date

Emergency Contact Relation Phone Number

## GENERAL INFORMATION

- 1. Are you under 18 years of age or still in high school? Employees under 18 years of age may have restrictions on types of work and number of working hours. Yes No
- 2. Have you ever been employed at Navajo Technical University (CIT, NTC) Yes No
- 3. Are you related to anyone currently working for NTU? If yes, state name and department. Yes No
- 4. Are you are U.S. citizen or legally authorized to work in the U.S.? Yes No
- 5. Have you ever been convicted\* of any, charges, crime(s) and/or are any charges pending against you (other than minor traffic violations, juvenile offenses)? \*A conviction includes a plea of guilty, nolo contendere or Alford, or finding a verdict of guilt, regardless of whether judgment or sentence is imposed. If yes, please attach a separate page listing the nature of the conviction(s), date(s) or occurrence and state(s) in which it/they occurred. A conviction does not automatically disqualify you from consideration. Yes No
- 6. Are you an enrolled member of the Navajo Tribe eligible for employment preference? If yes, enter your census/tribal number: Yes No
- 7. Are you willing to travel if this job requires it? Yes No
- 8. Are you currently under contract with any educational institution? Yes No
- 9. Schedule you are willing to work: Number of Hours:

**EDUCATION**

1.	High School Name	Diploma Awarded	Dates Attended/Graduated
2.	Institution Name	Degree/Diploma Awarded	
	Institution City and State/Phone Number	Dates Attended	Date Graduated
3.	Institution Name	Degree/Diploma Awarded	
	Institution City and State/Phone Number	Dates Attended	Date Graduated
4.	Institution Name	Degree/Diploma Awarded	
	Institution City and State/Phone Number	Dates Attended	Date Graduated
5.	Military Service: Branch	Entrance Date	Discharge Date

**LICENSURE, REGISTRATION, CERTIFICATION: Teaching Certificate, R.N., Etc**

Type	Number	Expiration Date	Issuer

**Additional Information**

Computer Skills: Please List Software and Hardware Used.

Additional Job-Related Knowledge, Skills, and Abilities

**EMPLOYMENT HISTORY** \*\*\*This section below must be completed entirely; *do not indicate 'see resume'*

Describe your work experience in detail, beginning with your current or most recent job. Include military service and any internship or volunteer work. If applicable, indicate the number and title of employees supervised. Use a block to explain each gap in employment. If needed, attach additional sheets using the same format. You may use a resume to substitute for the section on job duties, but all other information must be completed. Your work history should cover at least the past 10 years. Please indicate if you worked under a different name.

<b>1</b> Current Employer		Address	
<input type="text"/>		<input type="text"/>	
Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No
Dates of Employment		Rate of Pay	Hours Per Week
From:	To:	<input type="text"/>	<input type="text"/>
Duties and Responsibilities:			
<input type="text"/>			

Reason for Leaving

<input type="text"/>
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<b>2</b> Name of Employer		Address	
<input type="text"/>		<input type="text"/>	
Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No
Dates of Employment		Rate of Pay	Hours Per Week
From:	To:	<input type="text"/>	<input type="text"/>
Duties and Responsibilities:			
<input type="text"/>			

Reason for Leaving

<input type="text"/>
----------------------

<b>3</b> Name of Employer		Address	
<input type="text"/>		<input type="text"/>	
Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No

Dates of Employment		Rate of Pay	Hours Per Week
From:	To:		

Duties and Responsibilities:

Reason for Leaving

<b>4</b>		Name of Employer		Address	
Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?		
			Yes No		
Dates of Employment		Rate of Pay	Hours Per Week		
From:	To:				

Duties and Responsibilities:

Reason for Leaving

<b>5</b>		Name of Employer		Address	
Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?		
			Yes No		
Dates of Employment		Rate of Pay	Hours Per Week		
From:	To:				

Duties and Responsibilities:

Reason for Leaving

<b>6</b>	Name of Employer	Address

Position Title	# People Supervised	Supervisor's Name	Phone Number/May We Contact?
			Yes No

Dates of Employment	Rate of Pay	Hours Per Week
From: _____ To: _____		

Duties and Responsibilities:

Reason for Leaving

**PROFESSIONAL REFERENCES**

Name	Address	Telephone & Email

**CERTIFICATION**

I certify that the information provided is true and complete. I understand that any untrue or misleading statements, omissions or falsifications on this application or provided verbally or in writing during the selection process will disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all information contained in this application or in any attached resume/CV. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such person and organizations from any legal liability in making such statements.

This application shall only be used to consider me for the position listed on the first page. It will not be retained on file to be used for other current or future vacancies. If I want to be considered for another position, I understand that I will be required to submit another application.

**I HAVE READ, UNDERSTAND AND BY MY PRINTED DIGITAL SIGNATURE, CONSENT TO THESE STATEMENTS.**

Signature

Date