
Applicant Name

Vacant Position Title

NAVAJO TECHNICAL UNIVERSITY

Human Resources Department

PO Box 849

Crownpoint, NM 87313

(505) 387-7369/7368

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 the Faculty & Staff, then click on Human Resources in the drop down menu (red section) at the Navajo Technical University's website at www.navajotech.edu. Search positions by clicking one of the tabs to review the position description, <http://www.navajotech.edu/faculty-staff/human-resources>
2. **Please ensure the following attachments are complete prior to submitting your application packet:**

- | | |
|--|---|
| a. <input type="checkbox"/> NTU Employment Application | g. <input type="checkbox"/> COVID-19 Vaccination Record Card |
| b. <input type="checkbox"/> Letter of Interest | h. <input type="checkbox"/> Certificate of Indian Blood – CIB |
| c. <input type="checkbox"/> Resumé/Curriculum Vitae | i. <input type="checkbox"/> DD 214 Form – Certificate of Release or Discharge Form (<i>If claiming Military Service</i>) |
| d. <input type="checkbox"/> Copies of Transcripts | j. <input type="checkbox"/> <i>NTU Student Positions only</i> – Current Class Schedule, Copy of State I.D./Driver License AND SS Card |
| e. <input type="checkbox"/> Copies of Diplomas and/or Certificates, Licenses | |
| f. <input type="checkbox"/> Professional References – Active/Current Telephone Number and Email | |

3. 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:

NAVAJO TECHNICAL UNIVERSITY
Attn: Human Resources Department
Post Office Box 849
Crownpoint, New Mexico 87313

If you have any questions or need assistance, please call (505) 387-7458 / 7369 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.

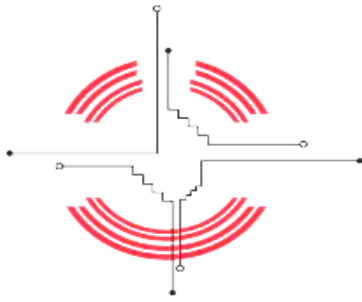
Physical Address:

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

FOR OFFICE USE ONLY
COMPLETE

DATE & INITIAL

Rev 12/13/2021



APPLICATION FOR EMPLOYMENT

Navajo Technical University
 PO Box 849
 Crownpoint, New Mexico 87313-0849
 Phone: 505 387 387 7369
 Email: hr@navajotech.edu

We consider applicants for all position 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 the 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? <input type="checkbox"/> Navajo Tech Website <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper Friend/Employee <input type="checkbox"/> Other	

CONTACT INFORMATION

First Name, Middle Initial	Last Name	Email Address	
Permanent Mailing Address	City	State	Zip Code
Home / Cell Phone No.	Work / Cell Phone No.	Social Security Number	
Driver's License No.	State	Expiration Date	
Emergency Contact	Relation	Phone No	

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? (formerly CIT or NTC) Yes No

3. Are you related to anyone currently working for NTU? If yes, state name and department Yes No

Name:	Dept.

4. Are you a U.S. citizen or legally authorized to work in the U.S.? Yes No -What is your residency/visa status? _____ Expires: _____

5. **Have you ever been convicted* of any 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 contend ere 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, so please be candid. Yes No

6. Are you an enrolled member of the Navajo Tribe, eligible for employment preference? Yes - Census No: _____ 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: Full Time (40 hours per week) Part Time - No. of Hours: _____ Shift Overtime

Education

High school name and full address		Diploma Type Awarded	Date Graduated
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> None	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> None	
Institution Name and full address	Degree/Certificate Type	Dates Attended	Date Graduated
Military Service: Branch		Entrance Date	Discharge Date

Licensure, Registration, Certification: Examples - Teaching Certificate, R.N., C.P.A., First Aid, Food Handlers, etc.

Type	Number	Expiration Date	Issuer

Additional Information

Computer skills: Please list software and hardware used.
Additional Job-Related Knowledge, Skills, And Abilities.
Other Job-Related Trainings: (Technical, Quality, Skills, Soft Skills, Professional, Team, and Safety)
Publications and/or Professional, Trade, Business, or Civic activities. (You may exclude any membership that would reveal gender, race, religion, national origin, age, ancestry, or any other protected status.)

EMPLOYMENT HISTORY * SECTION BELOW MUST BE COMPLETED ENTIRELY, DO NOT INDICATE "SEE RESUME" OR "SEE ATTACHMENT".** 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 titles 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 the past 10 years.**

Please indicate if you worked under a different name: _____

1 Name of Present or Last Employer		Address	
Your Job Title		Supervisor's Name	Phone Number, May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment	Rate of Pay	Work Hours Per Week	
From: To:		<input type="checkbox"/> Per Hour <input type="checkbox"/> Annual	
Duties and Responsibilities			
Reason for Leaving			

Please indicate if you worked under a different name: _____

2 Name of Present or Last Employer		Address	
Your Job Title		Supervisor's Name	Phone Number, May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of Employment	Rate of Pay	Work Hours Per Week	
From: To:		<input type="checkbox"/> Per Hour <input type="checkbox"/> Annual	
Duties and Responsibilities			
Reason for Leaving			

Please indicate if you worked under a different name: _____

3 Name of Present or Last Employer		Address	
Your Job Title	Supervisor's Name	Phone Number, May We Contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment		Rate of Pay	Work Hours Per Week
From:	To:	<input type="checkbox"/> Per Hour <input type="checkbox"/> Annual	
Duties and Responsibilities			
Reason for Leaving			

Please indicate if you worked under a different name: _____

4 Name of Present or Last Employer		Address	
Your Job Title	Supervisor's Name	Phone Number, May We Contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment		Rate of Pay	Work Hours Per Week
From:	To:	<input type="checkbox"/> Per Hour <input type="checkbox"/> Annual	
Duties and Responsibilities			
Reason for Leaving			

Please indicate if you worked under a different name: _____

5 Name of Present or Last Employer		Address	
Your Job Title	Supervisor's Name	Phone Number, May We Contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment		Rate of Pay	Work Hours Per Week
From:	To:	<input type="checkbox"/> Per Hour <input type="checkbox"/> Annual	
Duties and Responsibilities			
Reason for Leaving			

Professional References

Name	Active/Current Telephone Number	Active/Current Email Address

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 SIGNATURE CONSENT TO THESE STATEMENTS.

Signature _____ **Date** _____