

# PUEBLO OF LAGUNA EMPLOYMENT APPLICATION

Please refer to the Application Instructions on the last page to ensure proper completion and submission of this application



**Human Resources Office**  
22 Capital Dr. / PO Box 194  
Laguna, NM 87026  
505-552-6654 - Phone  
505-552-9675 - Fax  
[www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov)

Vacant Position & Announcement #

If you are applying for more than one position, please complete a separate application for each position.

## General Information

Last Name  First Name  Middle Initial

Social Security Number  Zip Code

Mailing Address

City  State

Contact Number  Alternate Number

Email Address

Have you previously been employed by the Pueblo of Laguna Government? ☐ Yes ☐ No

If yes, please provide employment date(s) and position(s) held

If you are hired with the Pueblo, previous employment with some of the Pueblo's entities may have an effect on your benefits. Have you previously been employed by any of the following Pueblo of Laguna entities - Laguna Development Corporation, Laguna Department of Education, Laguna Housing Development and Management Enterprise, Laguna Rainbow Corporation, Laguna Utility Authority?

☐ yes ☐ no

## Education

Type of School	Name of School	School Address and Phone	Number of Years Completed	Course of Study	Degree or Certificate Received
High School					<input type="radio"/> Yes <input type="radio"/> No
College or Trade School					<input type="radio"/> Yes <input type="radio"/> No
Graduate School					<input type="radio"/> Yes <input type="radio"/> No
Other					<input type="radio"/> Yes <input type="radio"/> No

**Employment Experience** start with your present or most recent job - include volunteer experience if applicable

1.

Name of Employer

Employer Address

City

State

Zip Code

Phone Number

Last job title

Dates of employment

From

To

Salary

Month / Year

Month / Year

Hourly / Annual

Reason for Leaving (be specific)

List or describe the duties performed while you worked at this organization

May we contact your Current Employer

☐ yes

☐ no

Supervisor's Name

2.

Name of Employer

Employer Address

City

State

Zip Code

Phone Number

Last job title

Dates of employment

From

To

Salary

Month / Year

Month / Year

Hourly / Annual

Reason for Leaving (be specific)

List or describe the duties performed while you worked at this organization

Supervisor's Name

3.

Name of Employer

Employer Address

City

State

Zip Code

Phone Number

Last job title

Dates of employment

From

To

Salary

Month / Year

Month / Year

Hourly / Annual

Reason for Leaving (be specific)

List or describe the duties performed while you worked at this organization

Supervisor's Name

4.

Name of Employer

Employer Address

City

State

Zip Code

Phone Number

Last job title

Dates of employment

From

To

Salary

Month / Year

Month / Year

Hourly / Annual

Reason for Leaving (be specific)

List or describe the duties performed while you worked at this organization

Supervisor's Name

List any other experience, skills, qualifications or hobbies which you believe should be considered in evaluating your qualifications for employment

Are you able to perform the essential duties and responsibilities of the position? ☐ yes ☐ no

If No, are there reasonable accommodations that can be made to allow you to perform the essential requirements of the job?

**Laguna Preference / Indian Preference** The Pueblo adheres to a policy of preferential hiring of qualified Laguna and other Native American applicants. If you would like to see the provisions of this policy, it is available on the Pueblo's website or in the Pueblo's HR Office. In order to qualify for consideration under this policy, please check the first description which applies to you.

☐ Regular Member of the Pueblo of Laguna ☐ Member of a Federally Recognized Tribe ☐ All other Persons

☐ Naturalized Member of the Pueblo of Laguna

Tribal Affiliation

Census Number

**Suitability Information** The Pueblo conducts background investigations to determine suitability to the position for which you are applying. The following information will be used for that purpose. If you would like to see the provisions of this policy, it is available on the Pueblo's website. If you have questions regarding the Pueblo's Suitability Policy, please contact the Pueblo's HR Office.

Are any members of your immediate family employed by the Pueblo of Laguna Government? ☐ yes ☐ no

Name of Person(s) and Relationship to you:

During the last 10 years, have you ever been convicted of a crime? (A conviction will not necessarily automatically disqualify you for employment. Factors such as age and date of conviction, serious and nature of crime, and rehabilitation will be considered) ☐ yes ☐ no

If yes, please provide the type of charge / conviction and dates associated with the charge / conviction.

Do you have a valid Driver's License? ☐ Yes ☐ No

Are you at least 21 years of age? ☐ Yes ☐ No

Have you had any vehicle accidents or moving violations in past three years? ☐ Yes ☐ No

If yes, please list violation(s) and date(s) associated with the violation(s)

## Acknowledgement

I certify that the information provided on this employment application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interviews, including material omissions, may result in discharge. I understand that I will be required to submit additional information for a background investigation and submit to a drug and alcohol test. Additionally, I understand that I will be required to abide by all rules and regulations established for employees of the Pueblo of Laguna.

By signing below or submitting your application via email, you acknowledge the above statement.

Applicant Signature

Date

### HR USE ONLY:

Application Received by:

☐ In Person

☐ Fax

☐ Mail

☐ Email

Date / Time Received



## APPLICATION INSTRUCTIONS

The attached employment application is the first and most important step when you apply for employment with the Pueblo of Laguna. All information you provide will be used to determine whether or not you meet the minimum qualifications for the position you are applying. **Before completing the application, please read the following instructions:**

**Submit by Email.** If you are completing this application electronically, the best way to ensure it is received by the Human Resources Office is to complete the form and submit by email using the latest version of Adobe Reader or Adobe Acrobat. Some search engines do not support the "Submit by Email" function.

**Fill in all spaces.** Your application will be considered incomplete if there are any blank spaces on the application. You will not be notified if you leave blank spaces; instead, you will not be considered for the position.

**Read the Minimum Qualifications required by the position.** Your application must show that you meet the minimum qualifications of the position as identified in the job announcement. Your application will not be considered for the position if you fail to provide information which shows you do meet the qualifications. All open job announcements are available on the Pueblo's website - [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov). If you do not have access to the internet, please contact the POL HR Office at 505-552-6654.

**Resumes.** Submitting your resume by attaching it to your application is encouraged since there is little room on the application to document work performed with previous employers. Your resume must contain all the information asked for in the "**Employment Experience**" portion of the application form. If your resume does not contain the required information and you do not provide the information on the application, the Human Resources Office will not be able to determine if you meet the minimum qualifications.

**Additional employment experience.** If you need to include more than four previous employers, please provide the required information in the same format as the "**Employment Experience**" section of the application.

**Certificates, licenses, education documents.** Required documentation identified in the job announcement must be provided to the Human Resources Office prior to the onset of the background investigation process.

**Outside Employment.** The Pueblo of Laguna reserves the right to prohibit employees from working, either part-time or full-time with other organizations if such employment interferes with the proper and effective performance of regular duties or results in a conflict of interest. It is the responsibility of an applicant, chosen for hire, to inform the Pueblo of outside employment during the interview process.

**You must SIGN the application** to be considered for the position for which you are applying. Your signature acknowledges all information you have provided is accurate. A digital signature or typed signature will suffice for electronic submissions (see below). Failure to provide accurate or truthful information on this application will automatically disqualify you from being considered for the position for which you are applying.

### APPLICATION PACKETS CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS

- 1) Clicking on the Submit by Email button on the application (see instructions). You may be prompted to provide a digital signature. You will not receive an email confirming receipt of your application - your digital receipt will verify when the application was sent. You may contact Andrea Poncho, HR Generalist, to verify receipt of the electronic application. Please note, you will be required to physically sign the application prior to the onset of the background investigation process.
- 2) Email the application via to [aponcho@lagunapueblo-nsn.gov](mailto:aponcho@lagunapueblo-nsn.gov) or [polemployment@lagunapueblo-nsn.gov](mailto:polemployment@lagunapueblo-nsn.gov). Please note, you will be required to physically sign the application prior to the onset of the background investigation process.
- 3) Mail to: Pueblo of Laguna / Attn: HR, P.O. Box 194, Laguna, NM 87026
- 4) Physically deliver to the HR Office at 22 Capital Dr., Laguna NM.
- 5) Fax to (505)552-9675

**Regardless of the method you submit your application, all applications must be received by the POL HR Office by 11:59pm on the closing date specified on the job vacancy announcement.**

If you have questions regarding the Pueblo of Laguna application form, the recruitment policy or the recruitment process, please contact Andrea Poncho at 505-552-5785 or at [aponcho@lagunapueblo-nsn.gov](mailto:aponcho@lagunapueblo-nsn.gov)