



Pueblo of San Felipe
127 Hagan Rd.
San Felipe Pueblo, NM 87001
EMPLOYMENT APPLICATION

The Pueblo of San Felipe (SF) is an equal opportunity employer with Tribal Member /Veteran Preference Policy. SF utilizes this application to determine if the applicant is qualified, therefore be specific regarding qualifications. SF will require copies to confirm the highest level of education, certifications and licenses pertaining to the position applied for. Tribal Members will also need to provide proof of CIB enrollment.

APPLICATION MUST BE FILLED OUT THOROUGHLY AND COMPLETELY TO BE CONSIDERED FOR A POSTION.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Position Applied For.: _____ Desired Salary: \$ _____

Tribal Member Affiliation: _____ CIB # (Required) _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If Yes, Please explain:

Do you possess a Valid NM Driver's License? ____YES ____NO Drivers License #: _____

State: _____ Email Address: _____

How did you hear about this position: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references. (List Former Employers)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Your signature acknowledges your acceptance of the following:

- 1. I attest that all information represented on this application and/or any attachments. Is true and correct to the best of my knowledge. I understand that any falsification, omission, or misrepresentation of information whether in writing or during the interview process is grounds for withdrawal of the offer of employment with the Pueblo of San Felipe (SF) and Pueblo of San Felipe Gaming (SFG) and may result in dismissal if discovered at a later date.*
- 2. I authorize SF and SF Gaming, to conduct a routine inquiry into my job history and inquire about applicable information concerning my character, general reputation or any other information that SF and SF Gaming deems necessary for my employment.*
- 3. I acknowledge that Federal law prohibits companies from hiring any persons unless valid documents establishing my identity and eligibility to work in the United States is provided. I understand that providing these documents are a condition of employment.*

Continued on next page

4. *I agree to submit to a drug/alcohol test conducted by a licensed facility with the test paid for by me and reimbursed by SF on my first paycheck. I authorize such results to be released to SF and SFG. I understand that passing the test is a condition of employment.*
5. *I understand that prior to formal offer of employment, I will be required to undergo a background check to include criminal records from county, state, federal and tribal courts for the last ten years to include felony and Misdemeanor convictions, Social Security Number verification, Motor Vehicle Report History, and may include Credit History depending on position.*
6. *I understand that this application for employment does not imply a contract for employment between the Pueblo of San Felipe and myself.*
7. *In the event of employment, I understand that I am required to abide by all SF/SFG employee policies and procedures, rules, and regulations including but not limited to: Harassment, Confidentiality, Standards of Conduct, Substance Abuse and Drug Testing, Grooming and dress policies, while employed with the SF.*

SIGNATURE

Employee Signature

Date

San Felipe Pueblo is an equal opportunity employee with Tribal Member /Veteran preference policies.