

REQUIRED DOCUMENTS:

NAZLINI COMMUNITY SCHOOL, INC. Human Resources/Business Department

HC 58 BOX 35 | Ganado, Arizona 86505 PHONE: (928) 755-6125 | FAX: (928) 755-3729

Application	Date:	
-------------	-------	--

EMPLOYMENT APPLICATION

EEO / Navajo Preference / Veteran Preference / ADA

Nazlini Community School, Inc. does not discriminate against any individual on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability, age, or marital status.

Notice to Applicant: The Crime Control Act of 1990, Public 101-647 (codified in 42 United States Code § 13041), requires that all employment have applicants sign a receipt of notice that a national criminal record check will be conducted of employment.

	igned NCS, Inc. Emp	юуппент Арриса	LIOII		
3. Letter of Intere	est				
		ons (<i>Current- wi</i>	thin past 3 monti	ns & must be signed)	
5. Copy of High S	chool Diploma/GED	Certificate/Colle	ge Degree		
6. Unofficial HS/0	College Institution Tra	anscripts: (<i>Offici</i> o	al Transcripts wil	l be required upon	
hiring)					
	DE Teaching Certific	ate (for Certified	Positions)		
: '	tate Driver License	0 1			
· ·	Fingerprint Clearan		Navaria (la dia a Du	oforonoo Doliov	
: /	tificate of Indian Blo Criminal/Traffic Back	•	•		
	rent MVD-39 month			e past o months;	
TO BE CONSIDERED: All required				closing date for each vac	ancv
applying. Incomplete applications			, , , , , , , , , , , , , , , , , , , ,		,
	•				
SECTION A:					
Position Desired (Please be spec	ific):				
How did you learn/hear about tl	nis nosition?				
Newspaper advertisement		ancy Internet	posting Refe	rral by friend / relative	Other
			-		
SECTION B: APPLICANT II	NFORMATION				
Name (Last, First, Middle):					
			T		
Mailing Address: (P.O. Box #)			City:		
State:			Zip Code:		
Do you have a valid Driver's	Yes No	If no, license is	: Suspended	Revoked Other:	
License?					
Driver's License Number:		State:		Expiration Date:	
Social Security Number:		Date of		Census #:	
Social Security Number.		Birth:		CC113U3 π.	
		5		I	

E-Mail Address: (This will be our						
primary contact to notify you)						
Phone	Mobile			Alter	nate	
Number:	Number:			Num	ber:	
SECTION C: RESIDENCY HIST	ORY					
List each CITY, STATE, and ZIP CODE (if k	nown) where you	have lived du	ring the PAST	FIVE YEARS:	:	
List the places where you have lived beg	inning with your pro	esent addres	s and working I	back (5) year	<u>rs.</u> Residence fo	r the entire
period must be accounted for without be	reaks. Indicate the p	physical addr	ess location of	your resider	nce, and Post O	ffice box or
mailing address, if applicable. If you split	•			•		
residences. Do not list residence before		-				-
not required to list temporary locations	·			permanent o	r mailing addre	ess.
From Data (MANA/VV)		esidence Inform		. Downadd	bu vou	ad ar leased by you
# 1 From Date (MM/YY)	To Date (MI	IVI/YY)	Is this Residence			ed or leased by you
Street/Residential Address:		(☐ Military hous	State	Zip Code	County
			,		,	,
Mailing Address:		(City	State	Zip Code	County
IS this residence within an Indian Reservation, Villa	ge, Community, Ranche	ria or Pueblo?				
If "YES," provide location (Community, State)						
From Date (MM/YY)	To Date (MI	N 4 /VV \	Is this Residence	: Owned I	hyvau D Bante	ed or leased by you
# 2	TO Date (IVII	ivi/ t t)	☐ Military hous		—	ed of leased by you
Street/Residential Address:		(City	State	Zip Code	County
·			,			•
Mailing Address:		(City	State	Zip Code	County
IS this residence within an Indian Reservation, Villa	ige, Community, Ranche	ria or Pueblo?				
If "YES," provide location (Community, State)						
From Date (MM/YY)	To Date (MI	M/YY)	Is this Residence	: Owned I	hy you Rente	ed or leased by you
# 3	10 Date (Wil	1417 1 1 7	☐ Military hous	_	·· –	ed of leased by you
Physical Address:		(City	State	Zip Code	County
Mailing Address:		(City	State	Zip Code	County
IS this residence within an Indian Reservation, Villa	ige, Community, Ranche	ria or Pueblo?				
If "YES," provide location (Community, State)						
From Date (MM/YY)	To Date (MI	M/YY)	Is this Residence	: Owned I	hy you Rest	ed or leased by you
# 4	TO Date (IVII	ivi/ t t)	☐ Military hous		· · —	ed of leased by you
Street/Residential Address:		(City	State	Zip Code	County
			,		,	,
Mailing Address:		(City	State	Zip Code	County
IS this residence within an Indian Reservation, Villa	ge, Community, Ranche	ria or Pueblo?				
If "YES," provide location (Community, State)						
CECTION D. MANAGE (MICHAEL	LDDEEEDEMO					
SECTION D: NAVAJO/INDIAN						
In accordance with Navajo Preference in Employm	ent Act – to be eligible a	ınd qualified app	licant, you must at	ttach a copy of y	your Certificate of I	Indian Blood (CIB).
Do you claim Indian Preference? Yes No	,					

If yes, please indicate Tribal affiliat	ion				Tribal Cens	sus/Roll#			
SECTION E: MILITARY	SERVICES (Attach v	our DD	-214)					
Branch of Service	Period of Active			Rank of Disc	charge	_	Date of	Final Discharge	
	From		•						
				<u> </u>					
SECTION F: EDUCATIO	NAL BACK	GROUN	ID						
Note: Attach copy of your high scho	ool diploma or e	quivalent. (Official tra	nscripts are	required.				
Name HS/College/Univ. Schools At		Online DL	Fror	ates n To	Credits Earned	Major	Minor	Diploma or GED	Month/ Year of Degree
Street Address (include city, state, a #1	& zip coae)		1101	10	Larned			GLD	of Degree
#1									
Phone #									
When attending this school, were you l	ocated within an Ir	ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes [□ No	
If Yes, list (Include Community, State)									
#2									
Phone #									
When attending this school, were you l	ocated within an Ir	ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes	No	
If Yes, list (Include Community, State)									
#3									
Phone #									
When attending this school, were you l	ocated within an Ir	ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes	□ No	
If Yes, list (Include Community, State)									
#4									
Phone #									
When attending this school, were you	ocated within an Ir	ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes □	J No	
If Yes, list (Include Community, State)									
SECTION G: OTHER VC	CATIONAL	OR BL	JSINES	S SCHO	OLS				
Name <u>Vocational/Business</u> Schools		Online		ates	Hours	Major	Minor	Certificate	Month/ Year
Street Address (include city, state,		DL	From	То	Earned			(Yes or No)	of Graduate
#1									
Phone #									
When attending this school, were you l	ocated within an Ir	ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes [□ No	
If Yes, list (Include Community, State)									
#2									
Phone #									
When attending this school, were you	ocated within an Ir	ı ndian Reserv	ation, Villag	ge, Communit	y, Rancheria	or Pueblo?	□Yes	□ No	I

Tribal Census/Roll #

If Yes, list (Include Community, State)			
SPECIAL QUALIFICATIONS AND SKILLS	(License, Public Speaking, Professional Soc	ieties, Awards/Fellowships, etc.)	
SECTION H: TYPE OF O	`EDTIEICATE		
SECTION II. TIPE OF C		ning or administrative position)	
CERTIFICATE	State	Endorsement	Expiration Date
Principal			
Elementary 1-8			
Special Education PreK-12			
Early Childhood, birth to age 8			
Native American Language PreK-12	Language:		
Guidance Counselor PreK-12			
Substitute Teacher			
SEI / Bilingual / ESL			
	A. GRADE LE	VEL PREFERENCE	
☐ Pre-K	K 1st 2nd 3rd 4th	5 th 6 th 7 th 8 th Spe	d Ed Other:
SECTION I: PERSONAL	REFERENCES		
	ell and live in the U.S. They should be good ce, school, and whose combined associati		
elsewhere on this form or close relati		on with you covers at least the last 5 year	s. Do Not Provide anyone listed
Entry #1 Last name		First Name	Middle Name
Provide Dates Known:	_	Provide Relationship to you (Check all t	• • • • •
From Date (Month/Year)	From Date (Month/Year)	☐ Neighbor ☐ Work Associate ☐ Schoolmate ☐ Other	Friend
Provide the following contact informat	ion for this person:		
Home Telephone #	Cell/Mobile phone #	Cell/Mobile phone #	Work Phone #
Email Address:		I	☐I don't know
Provide street address for this per	son (including apartment number).	City/State	Zip Code:
Entry #2 Last name		First Name	Middle Name
Provide Dates Known:		Provide Relationship to you (Check all t	hat apply)
From Date (Month/Year)	From Date (Month/Year)	☐ Neighbor ☐ Work Associate ☐ Schoolmate ☐ Other	
Provide the following contact informat	ion for this person:		
Home Telephone #	Cell/Mobile phone #	Cell/Mobile phone #	Work Phone #
Email Address:			☐I don't know
Provide street address for this per	son (including apartment number).	City/State	Zip Code:
Entry #3 Last name		First Name	Middle Name
Provide Dates Known: From Date (Month/Year)	From Date (Month/Year)	Provide Relationship to you (Check all t Neighbor Work Associate Schoolmate Other	

Provide the following contact informati	on for this person:				
Home Telephone #	Cell/Mobile phone #	Cell/Mob	ile phone #	Work Phone	#
Email Address:				☐I don't kno	OW
Provide street address for this pers	son (including apartment	number). City/State	е	Zip Code:	
Continuation Space - Use tis space and last four numbers of your sequestion/item. To ensure clarity, r	ocal security number at	the top of each blank	sheet. Before	separate blank sheet(s each answer, identify	
SECTION J: EMPLOYM	ENT HISTORY				
(Do not indicate "See Resume." Be	egin with current or mos				
Provide the following information for y employer. <i>Make additional copies of stemployment.</i>					
MAY WE CONTACT YOUR	CURRENT EMPLOY	YERS? YES N	NO If no, why not?		
EXPLAIN ANY GAPS IN EM	PLOYMENT:				
Present Employer:			Tele	ephone:	
Address:			FROM:	Month	Year:
Job Title:	Sa	alary: \$	TO:	Month	Year:
Supervisor's Name & Title:					
			Reason for Leaving:		
Duties:			Reason for Leaving		
Duties: Is the employment location within an Ir	ndian Reservation, Village, Co	ommunity, Rancheria or Pu		l No	
	ndian Reservation, Village, Co	ommunity, Rancheria or Pu	ueblo? □Yes □	l No	
Is the employment location within an Ir	ndian Reservation, Village, Co	ommunity, Rancheria or Pu	ueblo? □Yes □		
Is the employment location within an Ir If Yes, list (Include Community, State)	ndian Reservation, Village, Co	ommunity, Rancheria or Pu	ueblo? □Yes □	l No	Year:
Is the employment location within an Ir If Yes, list (Include Community, State) Previous or Last Employer:		ommunity, Rancheria or Pu	ueblo?	l No ephone:	Year: Year:
Is the employment location within an Ir If Yes, list (Include Community, State) Previous or Last Employer: Address:			ueblo? □Yes □ Tele FROM:	No ephone: Month Month	
Is the employment location within an Ir If Yes, list (Include Community, State) Previous or Last Employer: Address: Job Title:			reblo?	No ephone: Month Month	
Is the employment location within an Ir If Yes, list (Include Community, State) Previous or Last Employer: Address: Job Title: Supervisor's Name & Title:	Sa	alary: \$	Tele FROM: TO: Reason for Leaving	No ephone: Month Month	

Previous or Last Employer:				Telephone:	
Address:			FRO	M: Month	Year:
Job Title:	Salary: \$		TO:	Month	Year:
Supervisor's Name & Title:		Reason f	or Lea	aving:	
Duties:	,				
Is the employment location within an Indian Reservation, Villag	e, Community, Rancheria or Pu	eblo?	■Yes	□ No	
If Yes, list (Include Community, State)					
Previous or Last Employer:				Telephone:	
Address:		F	FROM	: Month	Year:
Job Title:	Salary: \$		TO:	Month	Year:
Supervisor's Name & Title:		Reason f	or Lea	aving:	
Duties:					
Is the employment location within an Indian Reservation, Villag	e, Community, Rancheria or Pu	eblo?	■Yes	□ No	
If Yes, list (Include Community, State)					
Previous or Last Employer:				Telephone:	
Address:			FRO	M: Month	Year:
Job Title:	Salary: \$		TO:	Month	Year:
Supervisor's Name & Title:		Reason fo	r Leav	ving:	l
Duties:	1				
Is the employment location within an Indian Reservation, Villag	e, Community, Rancheria or Pu	eblo?	■Yes	□ No	
If Yes, list (Include Community, State)					
Previous or Last Employer:				Telephone:	
Address:			FRO	M: Month	Year:
Job Title:	Salary: \$		TO:	Month	Year:
Supervisor's Name & Title:		Reason f	or Lea	aving:	
Duties:					
Is the employment location within an Indian Reservation, Villag	e, Community, Rancheria or Pu	eblo?	■Yes	□ No	
If Yes, list (Include Community, State)					

Previous or Last Employer:			Telephone:	
Address:		FR	OM: Month	Year:
Job Title:	Salary: \$	ТО	: Month	Year:
Supervisor's Name & Title:		Reason for L	eaving:	
Duties:				
Is the employment location within an Indian Reservation, Villago	e, Community, Rancheria or Pu	eblo? □Y€	es 🗖 No	
If Yes, list (Include Community, State)				
Previous or Last Employer:			Telephone:	
Address:		FR	OM: Month	Year:
Job Title:	Salary: \$	ТО	: Month	Year:
Supervisor's Name & Title:		Reason for L	eaving:	
Duties:				
Is the employment location within an Indian Reservation, Villago	e, Community, Rancheria or Pu	eblo? □Y€	es 🗖 No	
If Yes, list (Include Community, State)				

SECTION K: E	BACKGROUND CHECK QUESTIONS
YES NO	1. Have you previously been employed by Nazlini Community School, Inc.? If YES, When?
Initials	
YESNO	2. Do you have relatives employed at Nazlini Community School, Inc.? Or is a School Board Member? (Relative: any person or persons related by consanguinity (blood) or affinity (marriage; i.e., in-laws, step and half relatives) within the third degree (uncles, aunts, nephews, nieces, great-grandparents & closer relations) & relatives. Relatives are defined as immediate family members, include spouse, parent, son or daughter, son- or daughter in-law, parent in-law, maternal & paternal grandparent,
	brother or sister, brother- or sister in-law, & grandchild. A parent is defined as a natural parent, stepparent, or adoptive parent. A child is defined as a natural child, adoptive child, legal guardian, foster child or stepchild. This policy also applies to individual and, their
	relatives and children, who are not legally related but who reside with another employee).
	If YES, Whom and Relationship?
YES NO	3. Do you have a physical condition that may limit your ability to perform the job for which you are applying? If YES, will you need reasonable accommodation to perform the essential function of the job for which you are applying?
Initials	
YES NO	4. During the last five (5) years, have you been fired from any job for any reason, did quit after being told you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal
Initials	Employment? If "YES," provide the date, explanation of the problem, reason for leaving, and the employer's name, address, telephone number.

□YES □NO Initials	5. Have you been convicted of any misdemeanors in any Court involving crime on Deceit, Untruthfulness, Dishonesty, including but not limited to Extortion, Embezzlement, Bribery, Perjury, Misuse of Funds and Property Distribution of Marijuana, Narcotic or Dangerous Drugs, Contributing to the Delinquency of a Minor, Commercial Sexual Exploitation, or Child/Sexual Abuse, or Sexual Harassment, or found liable in any Civil Action regarding the misdemeanor? If "YES," provide the date, explanation of violation, place of occurrence, disposition, and the name and address of the police department or court involved.
□YES □NO Initials	6. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to any felonious or misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, contact or prostitution; or crimes against persons; or offenses committed against children? If "YES," provide the date, explanation of violation, place of occurrence, disposition of the arrest(s) or charge(s), and the name and address of the police department or court involved.
□YES □NO Initials	7. Are you currently under any charges for any violation of the law? If "YES," provide the date, explanation of violation, place of occurrence, disposition, and the name and address of the police department or court involved.
□YES □NO Initials	8. During the last 5 years, have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include felonies, firearms, or explosives violations, misdemeanors and all other offenses. All offenses where you have been found guilty, pled guilty or nolo contendere (no contest). If "YES," provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.
□YES □NO Initials	9. Have you ever been arrested for or charged with a crime involving a child? If "YES," provide the date, explanation of violation, place of occurrence, disposition of the arrest(s) or charge(s), and the name and address of the police department or court involved.
NO Initials	10. Have you ever been convicted of a Felony? If "YES," provide the date, explanation of violation, place of occurrence, disposition, and the name and address of the police department or court involved.
YES NO	11. Have you been convicted by a military court-martial in the past 5 years? (If no military service, answer "NO.") If "YES," provide the date, explanation of violation, place of occurrence, and the name and address of the police department or court involved.
YESNO	12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems? If "YES," provide the dates, charge, and an explanation of the problem, reason for leaving, and the employer's name and address.
NO Initials	13. Have you been you been arrested or convicted of a crime involving a child, violence, sexual assault, sexual molestation, sexual exploitation, sexual contact or prostitution, or crimes against persons? If "YES," provide the date, explanation of violation, place of occurrence, disposition, and the name and address of the police department or court involved.
□YES □NO Initials	14. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.

□YES □NO Initials	15. In the last 5 years, have you <u>illegally</u> used any controlled substance, for examples hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, destranquilizers, etc.), hallucinogenic (LSD, PCP, etc.), or <u>illegally</u> used prescription If "YES," provide the date(s) of use, identify the controlled substance(s) and/or of times each was used. Include any treatment or counseling received.	epressants (barbiturates, methaqualone, drugs?
□YES □NO Initials	16. In the last 7 years, have you been involved in the illegal purchase, manufashipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or that of another? If "YES," provide information relating to the type of substance(s), the nature of to your involvement with illegal drugs.	or cannabis, for your own intended profit
and last four number	 Use this space below (or separate blank sheets) to continue answers. If using a seee rs of your social security number at the top of each blank sheet. Before each answer, it aintain sequential order of questions and question format. 	
this questionnaire attachments you h	ference to this questionnaire, that neither your truthful responses nor informativill be used as evidence against you in a subsequent criminal proceeding. Af have provided, you should review your answers to all questions to make sure date the following certification and the attached release(s).	ter completion of this form and any
	APPLICANTS CERTIFICATION	
I hereby certify that including any attack good faith. I have of School, Inc. to cont I understand that background to determ and persons name you are hereby au records, criminal records, criminal records information. I understand that omission, or inform if employed, may agree to all State, I certify that my	APPLICANTS CERTIFICATION at, to the best of my knowledge and belief, all of the information on and attache ched materials (resume, transcripts, and certifications) and all required docume carefully read the foregoing instructions to complete this form. My signature betact any of my prior employers for reference purposes. I may be subject to a background check, and hereby authorize Nazlini Commermine any and all information of concern as to my record, whether same is of red in my application from all liability for any damages on account of his/her furnithorized to make any investigation of my personal history, educational backgreecords and credit history through an investigative or credit agency or bureau on by the appropriate agencies to the investigating service. a false or fraudulent answer to any question or item on any part of this application offered during any interviews, or in this application packet can be justified be sufficient cause for rejection of hiring or dismissal after employment offer Federal, and Tribal Investigations of my personal background and the contents responses to the above questions is made under Federal Penalty of Perjud that I have received notice that a criminal history records check will be	nents, are true, correct, and made in pelow authorizes Nazlini Community nunity School, Inc. to investigate my ecord or not, and I release employers hishing said information. Additionally, round, military record, motor vehicle of their choice. I authorize the release lication, or any misrepresentation or ication for refusal of employment, or r, and/or even after I begin work. It is of this application for employment.