



EMPLOYMENT APPLICATION

(Please Print Clearly)

Instructions: Complete all information on this application in its entirety. sign/date application and submit application directly to Human Resources. Incomplete applications may not be processed. All applicants will be required to complete the employment application to be considered for an open position with The Pueblo of Santa Ana. Applications will be kept on file for a period of 6 months. It is the responsibility of the applicant to check/update their application.

PERSONAL			
Last Name	First	Middle	Date
P.O. Box Address/Street Address (Mailing)			Telephone
Email address (optional):			
Position desired:			Desired Pay: \$
Date Available to Start Work:		Please indicate type of employment that interests you.	
		Full Time ☐ Part Time ☐ Temporary ☐ On-Call ☐	
Are you 18 years of age or older? ☐ Yes ☐ No			
Have you ever applied for employment with The Pueblo of Santa Ana? ☐ Yes – Month/Year? _____ ☐ No			
Have you previously been employed by The Pueblo of Santa Ana? ☐ Yes - Month/Year? _____ ☐ No			
Do you have a valid driver's license? ☐ Yes ☐ No In what State :			
Can you, after offer of employment, submit verification of your legal right to work in the U.S.? ☐ Yes ☐ No			

EDUCATION				
Name & Location of School	Course of Study	# of Years Completed	Did You Graduate?	Type of Degree Or Diploma
High School _____				
Business/Trade Technical _____				
College _____				
Graduate _____				

NOTE: Any verification of training received, seminars attended, college courses taken, degrees or certificate of completion may be attached.

Other Education or Training: _____

EMPLOYMENT HISTORY

Beginning with your **current or most recent** employment, list your work history for the past 10 years. Include all part-time, internships, and periods of unemployment. **"See resume"** is not acceptable; please complete all and do not leave gaps in employment. If you need additional space, please continue on a separate sheet of paper.

1	Company Name		
	Address		
	Name of Supervisor	Telephone	May we contact: ☐ Yes ☐ No If not, why?
	Job Title	Dates of Employment	Salary
	Job Duties		Reason for Leaving
2	Company Name		
	Address		
	Name of Supervisor	Telephone	May we contact: ☐ Yes ☐ No If not, why?
	Job Title	Dates of Employment	Salary
	Job Duties		Reason for Leaving
3	Company Name		
	Address		
	Name of Supervisor	Telephone	May we contact: ☐ Yes ☐ No If not, why?
	Job Title	Dates of Employment	Salary
	Job Duties		Reason for Leaving
4	Company Name		
	Address		
	Name of Supervisor	Telephone	May we contact: ☐ Yes ☐ No If not, why?
	Job Title	Dates of Employment	Salary
	Job Duties		Reason for Leaving

OTHER QUALIFICATIONS

Summarize any additional skills/experience you feel are relevant to the position for which you are applying.

ADDITIONAL INFORMATION

MILITARY: Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No If yes, in what branch?

Dates of Service: Rank: Specialty:

Special Military skills or Training:

LIST ANY IMMEDIATE RELATIVES EMPLOYED BY THE PUEBLO OF SANTA ANA:

Name	Relationship	Department

PROFESSIONAL REFERENCES

List three persons **not related** to you who have knowledge of your work experience and qualifications for the position for which you are applying.

1	Name:	Relation:	Telephone:
2	Name:	Relation:	Telephone:
3	Name:	Relation:	Telephone:

TRIBAL INFORMATION

Are you a member of The Pueblo of Santa Ana? ☐ Yes ☐ No If yes, what is your enrollment number?

Are you a spouse of a member of The Pueblo of Santa Ana? ☐ Yes ☐ No If yes, state name of spouse:

Are you related to a member of The Pueblo of Santa Ana? ☐ Yes ☐ No If yes, state member(s) name:

Are you a member of another Pueblo/Tribe? ☐ Yes ☐ No If yes, which Pueblo/Tribe:

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that all of the information given in this application and in the attachments or supporting documents is true, accurate and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions,

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will be cause for denial of employment or my immediate dismissal if I have been hired based upon any false or misleading information that I provided in this application or supporting documents, regardless of when or how discovered.

I hereby authorize The Pueblo of Santa Ana to use this information in determining my qualifications for employment. I further authorize The Pueblo of Santa Ana to investigate all information and statements contained herein, and I give The Pueblo of Santa Ana permission to verify any and all information regarding my previous employment and release all parties from liability for any damages that may result from furnishing such information to The Pueblo of Santa Ana.

I have read and understand the above statements.

Signature

Date

HUMAN RESOURCES DEPARTMENT USE ONLY

Date received:

Reviewed by HR: ☐ Yes ☐ No

Review Date:

Interviewed: ☐ Yes ☐ No

Date of Interview:

Hired: ☐ Yes ☐ No

Date of Hire: