

Dear Applicant,

Human Resources has now implemented new rules about the application/Hiring process

- 1.** When applying you now have to state your family members and who they are, **IF** they work in the department you're applying for.
- 2.** If the applicant has an **EMERGENCY** and cannot make the interview call they are allowed only one more call so the Director can make a choice on who to hire.
- 3.** If the applicant misses their first interview, they cannot interview for a certain amount of time, which is 90 days.
- 4.** If the applicant is hired and starts with the department **THEY** applied for, they cannot apply or transfer to another Position/Department until they have completed their 90 introductory period with **NO WRITE UPS.**
- 5.** If applicant is selected for a job and **DOESN'T** show up for processing they cannot apply for another job for **90 days.**

If you have questions or concerns regarding YOUR application contact the Human Resources Director



APPLICATION FOR EMPLOYMENT

108 Central Avenue-Mescalero, NM 88340

Phone: 575-464-4494

Email: hresources@mescaleroapachetribe.com

Mescalero Apache Tribe

MAT uses this application to determine if the applicant is qualified, therefore, be specific regarding qualifications and include documents that confer the highest level of education, certifications, and licenses and resume if applicable. Applications must be filled out thoroughly and completely to be considered for a position.

PERSONAL INFORMATION- Incomplete Information Could Disqualify You from Further Consideration

FIRST	MI	LAST	DATE:		
Address:			City.	State	Zip Code
Email:			Home Ph.:		Mobile:
NM State ID: Yes ___ No ___	Valid Driver's License: Yes ___ No ___		State Issue: _____	License # _____ Expiration: _____	

EMPLOYMENT DESIRED

Start Date: _____ Position(s)/Job(s)desired: _____

TRIBE: _____ MCC: _____ ENTERPRISES: _____ MATI: _____ (if applicable) VETERAN: _____

Salary/Hourly Rate desired: \$ _____ High School Diploma: Yes ___ No ___

Are you currently employed? Yes ___ No ___ If so, may we contract your present employer? Yes ___ No ___

Have you ever worked for the Mescalero Apache Tribe before? Yes ___ No ___ From _____ to _____

Are you able to perform the essential functions of the job? Yes ___ No ___

Do we need to provide reasonable accommodation? Yes ___ No ___

TRIBAL PREFERENCE/OTHER: If claiming Tribal Preference, check beside what applies and provide enrollment number:

Enrolled member of Mescalero Apache Tribe ID# _____ Affiliate: Yes ___ No ___

Enrolled member of another Native American Tribe ID# _____

Are you eligible to work in the US? Yes ___ No ___ Are you 18 years or older? Yes ___ No ___

Have you been convicted of a felony? Yes ___ No ___ If yes, please explain _____

Have you been convicted of a misdemeanor in the last 7 years? (This includes Traffic Violations) Yes ___ No ___

If yes, please explain _____

SPECIALIZED SKILLS:

Are you computer knowledgeable experienced? Yes ___ No ___

Rate your computer experience: Beginner ___ Proficient ___ Excellent ___

If yes, which computer software can you work with: MS Word ___ MS Excel ___ MS Power-Point ___ MS Outlook ___

Which office equipment can you operate? FAX ___ Copier ___ Scanner ___ List other Software _____

EDUCATION:	Name and Location of School	Years Attended	Degree Received	Subjects Studied/Major
High School				
College of University				
Trade, Business Or Correspondence School				

EMPLOYMENT HISTORY (Most Recent to Past Seven (7)Yrs): Include last seven years of employment starting with the most recent. *Incomplete information could disqualify you from further consideration.*

FROM _____	TO _____	EMPLOYER NAME: _____	TELEPHONE NUMBER: _____
JOB TITLE: _____		ADDRESS _____	
HOURLY RATE: _____		Briefly summarize the nature of your job responsibilities: _____	
REASON FOR LEAVING _____		_____	
FROM _____	TO _____	Employer Name: _____	Telephone Number: _____
JOB TITLE: _____		ADDRESS _____	
IMMEDIATE SUPERVISOR: _____		Briefly summarize the nature of your job responsibilities: _____	
HOURLY RATE: _____		REASON FOR LEAVING _____	

FROM _____	TO _____	EMPLOYER NAME: _____	TELEPHONE NUMBER: _____
JOB TITLE: _____		ADDRESS _____	
IMMEDIATE SUPERVISOR: _____		Briefly summarize the nature of your job responsibilities: _____	
HOURLY RATE: _____		REASON FOR LEAVING _____	
FROM _____	TO _____	Employer Name: _____	Telephone Number: _____
JOB TITLE: _____		ADDRESS _____	
IMMEDIATE SUPERVISOR: _____		Briefly summarize the nature of your job responsibilities: _____	
HOURLY RATE: _____		REASON FOR LEAVING _____	

REFERENCES: Give the names of three persons not related to you, whom you have known at least three (3) years

Name	Address, Telephone, Email	Company	Yrs Acquainted

PLEASE READ BEFORE SIGNING

I understand that the completion of the application nor any other part of my consideration for employment establishes any obligation for the Mescalero Apache Tribe to employ me. If I am employed, I understand that either the Mescalero Apache Tribe or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Mescalero Apache Tribe has the authority to make any assurance to the contrary.

I attest with my signature below that, the information I have given to the Mescalero Apache Tribe, Human Resource Department is true and complete information on this application. No requested information has been concealed. I authorize the Mescalero Apache Tribe to contact references provided for employment that this will constitute cause for the denial of employment or immediate dismissal.

Applicant Signature

Date

This form complies with Mescalero Apache Tribe's equal employment policy and is subject to the Indian Preference Act. Native American Preference applies pursuant to the prevailing Tribal Council ordinances, The Indian Self-Determination and Education Assistance Act 24 U.S.C. 450, et seq.) 25CFR 271.44, and other relevant laws and programs requirements.

The Mescalero Apache Tribe will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Mescalero Apache Tribe will make reasonable accommodation wherever necessary for all employees or applicants with disabilities with respect to any terms, privileges or conditions of employment.