



Post Office Box 160, Window Rock, Arizona 86515

EMPLOYMENT APPLICATION

TO APPLICANT: We sincerely appreciate your interest in employment with Navajo Arts & Crafts Enterprise (NACE). Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, religion, sex or national origin. Federal laws also prohibit other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to discrimination based on ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but limited to information regarding credit data, personal character, general reputation and mode of living. The list, however, is not exhaustive of the grounds on which discrimination is prohibited. NACE also is subject to the Navajo Preference in Employment Act and applications for employment will be reviewed consistent with that Act.

PERSONAL INFORMATION

Job Classification Position	Social Security # (required)	D.O.B	
Last Name	First name	M.I.	
Mail Address	City	State	Zip Code
Home Phone	Cell Phone	Work/Message Phone	

Please list your previous address if your current address is less than 3 years. If more space is needed, please attach additional sheet.

Previous Address	City	State	Zip Code
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Are you currently employed by NACE? Yes__ No __		Have you ever worked for NACE? Yes__ No__	
<i>If you answered yes, to either of the above questions please list your name, dates of employment and where?</i>			
Do you have any relatives currently working or NACE? Yes__ No__ *if you answered yes, list name, relationship, and department			
Are you authorized to work in the United States? Yes__ No__ Are you at least 18 year of age? Yes__ No__			
Have you ever been arrested for charges with, or convicted of a crime, misdemeanor or felony? Yes__ No__			
<i>If you answered yes, for such charge please list the offense, the year, the disposition of the charge. Criminal convictions or arrest may not automatically disqualify you from employment, but failure to provide this information will disqualify you.</i>			
Do you have a Driver's license? Yes__ No__. Has your driving privilege ever been suspended, denied or revoked? Yes__ No__			
Current Driver's License Number	Type (Operator, Motorcycle or CDL)	State	Expiration Date
Are you an enrolled member of the Navajo Tribe? Yes__ No__		If yes, census number	
<i>*If you answered yes, please attach copy of CIB</i>			

WORK HISTORY

Begin with your present or most recent experience and work your way backwards.

Previous Employer Name, Address and Phone Number	Dates of Employment		Job Position Help
	Starting Salary	Ending Salary	Reason for Leaving
	Supervisor's Name:		
Duties and Responsibilities:			

I hereby give NACE permission to contact the employer listed above concerning my work experience: Yes__ No __

Previous Employer Name, Address and Phone Number	Dates of Employment		Job Position Help
	Starting Salary	Ending Salary	Reason for Leaving
	Supervisor's Name:		
Duties and Responsibilities:			

I hereby give NACE permission to contact the employer listed above concerning my work experience: Yes__ No __

Previous Employer Name, Address and Phone Number	Dates of Employment		Job Position Help
	Starting Salary	Ending Salary	Reason for Leaving
	Supervisor's Name:		
Duties and Responsibilities:			

I hereby give NACE permission to contact the employer listed above concerning my work experience: Yes__ No __

Previous Employer Name, Address and Phone Number	Dates of Employment		Job Position Help
	Starting Salary	Ending Salary	Reason for Leaving
	Supervisor's Name:		
Duties and Responsibilities:			

I hereby give NACE permission to contact the employer listed above concerning my work experience: Yes__ No __

EDUCATION

Did you receive a High School Diploma or G.E.D.? Yes__ No__			
High School/College/University	Address/Phone Number	Degree Obtained	Graduation Date

**Copies of degrees/diplomas/transcripts and certificates must be attached for educational background to be considered.*

PERSONAL REFERENCES

Name	Phone Number	Years Known	Relationship

EMERGENCY CONTACT

Name	Address	Phone Number	Relationship

Applicant Please Read, Initial Each and Sign Below

_____ In consideration of employment with NACE, I hereby verify, under the penalty of perjury, that the information provided in this application for employment is true, correct and complete to the best of my knowledge and belief. I understand should any investigation disclose any false statement or misleading information on my application, my application will be rejected and my result in my dismissal from employment and disqualified from future employment with NACE. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in anyway if the employer decides to employ me. I understand and agree that my employment is at-will "Subject to the limitations of the Navajo Preference in Employment Act" and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a written letter signed by an officer.

_____ I also acknowledge if the position requires driving in the course of work, I understand that I will be required to possess a current and valid state driver's license and understand that I may be required to provide a copy of my driving record.

_____ I acknowledge that my employment at NACE may be conditional upon satisfactory completion of a background check, reference check and employment verifications, which may include a screening test for the presence of controlled substances. I hereto authorize NACE to order these services and understand and agree to if employed. NACE may require to periodically conduct background checks and that I participate in further urinalysis screening test for the presence of controlled substance upon reasonable suspicion for the continuance of my employment.

_____ If employed, I agree to abide to all NACE policies and procedures.

_____ I acknowledge that employment at ANCE is subject to a 90-day Introductory Period. I may leave NACE with cause and NACE may discharge me without cause, as well, subject to the limitations of the Navajo Preference in Employment Act.

_____ I understand and agree that amounts owed to NACE may be deducted from my paycheck.

Applicant Signature _____ **Date:** _____

Applicant Authorization and Consent For Release of Information/Authorization of Background Investigation.

I, _____ understand that in conjunction with my application for employment, work to be performed under contract, promotion, Reassignment, and/or retention ("Employment"), that **NAVAJO ARTS & CRAFTS ENTERPRISE** (hereafter referred to as "Company") will contract and enlist the services of **HireRight, Inc. ("HireRight")**, a Consumer Reporting Agency, as part of my Employment and/or continued employment.

I understand the consumer-reporting agency will utilize various sources of information it deems appropriate including but not limited to: companies, professional and personal references, current and former employers, education, military records, credit bureau, municipal, county, state, federal agencies and courts, agencies that provide mother vehicle records, business licenses, workers compensation, drug and alcohol testing, and/or other information as deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment eligibility or advancement under the Company employment policies. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above Company and HireRight, Inc.

California, Minnesota or Oklahoma applicants only: CHECK THIS BOX if you would like to receive (whatever you have the such right under applicable state law) a copy of your background report if one is obtained on you by the Company.

I authorize HireRight, Inc. 5151 California, Irvine, CA 92617 Phone (800) 400-2761, and any of its agents/designated personnel, to disclose orally and in writing the results of this verification process and/or interview to the designated authorized representative of this Company. I have read and understood this release and consent, and authorize the background verification. By my signature below. I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form; will be valid for any background reports that may be requested by or on behalf of the Company.

Applicant signature: _____ **Date:** _____