

# Mescalero Apache Tribe



## APPLICATION FOR EMPLOYMENT

101 Central Avenue-Mescalero, NM 88340

Phone: 575-464-9276 or 575-464-9273

Email: [kblaylock@mescaleroapachetribe.com](mailto:kblaylock@mescaleroapachetribe.com) or  
[mlapaz@mescaleroapachetribe.com](mailto:mlapaz@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 _____	Middle Intl. _____	Last _____	Today's Date: _____
Address: _____			City, _____ State _____ Zip Code _____
Email: _____			Home Ph.: _____ Mobile: _____
NM State ID or; <input type="checkbox"/> Yes <input type="checkbox"/> No Valid NM Driver's License: <input type="checkbox"/> yes <input type="checkbox"/> No		State Issue: _____	Expiration Date & License #: _____

### EMPLOYMENT DESIRED

Start Date: _____	Position/Job desired: _____		
TRIBE: <input type="checkbox"/>	MCC: <input type="checkbox"/>	ENTERPRISES: <input type="checkbox"/>	MATI: <input type="checkbox"/> (if applicable)
Salary/Hourly Rate desired: \$ _____	High School Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, may we contact of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for the Mescalero Apache Tribe before? <input type="checkbox"/> Yes <input type="checkbox"/> No From: _____ to: _____			
Are you able to perform the essential functions of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do we need to provide reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Were ever terminated from employment?  Yes  No If yes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRIBAL PREFERENCE/OTHER:** If claiming Tribal Preference, check the box below that 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 seven (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 operate?  MS Word  MS Excel  MS Power-Point  MS Outlook  
 Other Program/Software list? \_\_\_\_\_  
 Which office equipment can you operate?  Fax  Copier  Scanner

EDUCATION	Name of School and Location of School	No. of Yrs. Attended	Degree Received	Subjects Studied Major
High School				
College of University				
Trade, Business Or Correspondence School				

**EMPLOYMENT HISTORY (Most Recent to First to Past 5-Years)**

Include your last seven (5) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

1. From _____ To _____	Employer Name: _____	Telephone Number _____
Job Title: _____	Address: _____	
_____ Immediate Supervisor	Briefly summarize the nature of your job responsibilities.	

Hourly Rate: _____	Reason for Leaving: _____	
<b>2.</b> From _____ To _____	Employer Name: _____	Telephone Number _____
Job Title: _____	Address: _____	
_____ Immediate Supervisor	Briefly summarize the nature of your job responsibilities.	
Hourly Rate: _____	Reason for Leaving: _____	
<b>3.</b> From _____ to _____	Employer Name: _____	Telephone _____
Job Title: _____	Address: _____	
_____ Immediate Supervisor	Briefly summarize the nature of your job responsibilities:	
Hourly Rate: _____	Reason for Leaving: _____	
<b>4.</b> From _____ To _____	Employer Name: _____	Telephone Number _____
Job Title: _____	Address: _____	
_____ Immediate Supervisor	Briefly summarize the nature of your job responsibilities.	
Hourly Rate: _____	Reason for Leaving: _____	

5. 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	Acquainted

Please read carefully before signing

I understand that the completion of this 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 reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

\_\_\_\_\_  
**Applicant Signature:**

\_\_\_\_\_  
**Date:**

This form complies with the 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.