



# EMPLOYMENT APPLICATION

## SUBSTITUTE POSITION

Shiprock Associated Schools, Inc.

P.O. Box 1809

Shiprock, NM 87420

[www.sasischools.net](http://www.sasischools.net)

P: (505)368-2100 F: (505)368-2076

### APPLICANT INFORMATION

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Message: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Referred By: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Position Applying for: \_\_\_\_\_ Requested Salary: \_\_\_\_\_

List languages you speak fluently: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Shiprock Associated Schools, Inc.? YES NO If yes, when? \_\_\_\_\_

Are you related\* to anyone employed by Shiprock Associated Schools, Inc.? YES NO If yes, list name: \_\_\_\_\_

\*Related" means any person related by blood or marriages (spouse, in-laws, step, and half relatives) within the third degree (siblings, offspring, cousins, uncles, aunts, nephews, nieces, great-grandparents, or closer relations.)

Do you have a valid driver's license? YES NO Have you ever been convicted of a felony? YES NO

List previous experience working with Navajo and/or Native American children and adults:  
\_\_\_\_\_  
\_\_\_\_\_

Specify Courses in Indian Education you have taken (i.e. Anthropology, History, Literature)  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Credit hours earned: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Credit hours earned: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

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### PREVIOUS EMPLOYMENT

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

### HONORS/SPECIAL RECOGNITION/ACHIEVEMENTS

Please list and mail documents separately:

List special hobbies and interests that you have:

### PROFESSIONAL REFERENCES

*Three references required.*

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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### MILITARY SERVICE

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

### AUTHORIZATION

By submitting this form, the applicant authorizes Shiprock Associated Schools, Inc. to investigate all statements contained in this application. The applicant further understands that misrepresentation or omission of facts is cause for dismissal.

*Please note:*

Your application will not be considered complete and forwarded to the screening committee until the following items have been received in the Personnel Office:

- Copies of Transcripts (Official transcripts required upon hire)
- Two letters of recommendation
- Any other supporting documentation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_