



# NAVAJO TRIBAL UTILITY AUTHORITY EMPLOYMENT APPLICATION

Position Desired \_\_\_\_\_ Announcement Number \_\_\_\_\_

Name \_\_\_\_\_  
Last Middle First Other last names used in schools or jobs

Telephone Number \_\_\_\_\_  
Home Work/Message Contact Person

Mailing Address \_\_\_\_\_  
Street PO Box, etc City State Zip

Location of Residence \_\_\_\_\_

Claim Navajo Preference? Yes/No \_\_\_\_\_  
Census Number Chapter Affiliation

Claim Indian Preference? Yes/No \_\_\_\_\_ Claim Veteran Preference? Yes/No  
Tribe

Documents attached for Preference? Yes/No Social Security Number \_\_\_\_\_

Have you been convicted of a felony? Yes/No If yes, explain court date and disposition of case. (A conviction does not automatically mean that you cannot be considered for employment.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been arrested for DUI? Yes/No If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been bonded? Yes/No If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Apart from absence for religious observance, are you available for full time work? Yes/No If no, what hours and days can you work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any physical, mental or medical impairment or disability that might limit your job performance for the position you are applying? Yes/No If yes, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been denied a fiduciary bond? Yes/No Salary Desired \$ \_\_\_\_\_

If hired, when can you start work? \_\_\_\_\_

List relatives who work for NTUA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

<b>Other than English, Indicate what languages you</b>	Understand	Speak	Read	Write	Proficiency

**EDUCATION**

Circle the last Year Completed	Elementary 1 2 3 4 5 6 7 8	High/Prep 9 10 11 12	Undergraduate 13 14 15 16 17	Graduate 18 19 20 21 22
Name and Location	Date Mo/Yr	Graduate Yes/No	Type of Degree/Diploma	Major Subjects Completed
High/Prep School	Fr To			
College or University	Fr To			
College or University	Fr To			
Other Trade Or Training	Fr To			
Other Trade Or Training	Fr To			

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Highest Rank \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
 \_\_\_\_\_ Reserve or National Guard? Yes/No  
 Special Training or Experience \_\_\_\_\_

**GENERAL INFORMATION**

Briefly describe the work you would like to do that would best use your background and experience.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special skills, qualifications, honors, professional memberships, certifications, licenses, etc. or any information that is relevant to the position. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Driver's License \_\_\_\_\_  
 Type \_\_\_\_\_ Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Name \_\_\_\_\_

## EMPLOYMENT HISTORY

Have you worked for NTUA? Yes/No If yes, complete the following: Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Mo/Yr Mo/Yr

\_\_\_\_\_  
Title of Position Immediate Supervisor Reason for Leaving

\_\_\_\_\_  
Job Duties

## WORK EXPERIENCE FOR THE PAST 10 YEARS (Continue on a separate sheet of paper.)

1) Title of Current or Last Position		Mo/Yr From	Mo/Yr To	Total Hours Per Week
Name of Company		Address		
Name & Title of Immediate Supervisor			Telephone Number	
Starting Salary \$	P/Yr	Ending Salary \$	P/Yr	Reason for Leaving
Important Duties & Responsibilities _____ _____ _____ _____				
2) Title of Previous Position		Mo/Yr From	Mo/Yr To	Total Hours Per Week
Name of Company		Address		
Name & Title of Immediate Supervisor			Telephone Number	
Starting Salary \$	P/Yr	Ending Salary \$	P/Yr	Reason for Leaving
Important Duties & Responsibilities _____ _____ _____ _____				

Name \_\_\_\_\_

3) Title of Previous Position		From	Mo/Yr	To	Mo/Yr	Total Hours Per Week
Name of Company		Address				
Name & Title of Immediate Supervisor				Telephone Number		
Starting Salary \$	P/Yr	Ending Salary \$	P/Yr	Reason for Leaving		
Important Duties & Responsibilities _____						
_____						
_____						
_____						

**REFERENCES**

List five (5) persons who have definite knowledge of your qualifications and fitness for the position you are applying. DO NOT LIST RELATIVES OR FORMER SUPERVISORS!!!

Name	Address (Wk & Hm) City/State/Zip	Telephone Number (Wk & Hm)

I, \_\_\_\_\_, hereby declare/certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any deliberate falsification, omission, or misstatements of facts in my application or resulting interviews could result in termination of my employment. I understand the application and all supporting documents are the property of the Navajo Tribal Utility Authority. I understand, if hired, I am required to abide by all rules, regulations and policies of the Navajo Tribal Utility Authority.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Navajo Tribal Utility Authority

AN ENTERPRISE OF THE NAVAJO NATION

## AUTHORIZATION FOR RELEASE OF INFORMATION

In consideration of my employment, or, being considered for employment by NTUA, I \_\_\_\_\_ authorize any and all individual, partnerships, corporations, entities, governmental agencies (tribal, state, county, federal, city) applicable law enforcement agencies, credit bureaus, and/or employers to release requested information to the Navajo Tribal Utility Authority ("Authority").

The information received by the Authority will be specifically utilized for potential employment with the organization and will not be released to any other individual or organization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

### **Applicant Information**

Name: _____	Date of Birth: _____	Tribe/Census No: _____
Driver's License Number: _____	State: _____	Class: _____ Expiration Date: _____
Social Security Number: _____	Endorsements: _____	

Residential Information for the past five (5) years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_