



Navajo Agricultural Products Industry EMPLOYMENT APPLICATION

Mission Statement

*We farm for excellence, profit and
quality products for the Navajo Nation.*

Dear Applicant,

Thank you for your interest in employment with Navajo Agricultural Products Industry.

Your application will be reviewed and considered by the Human Resources Department for the position you have applied for. You will be contacted if selected for an interview for the desired position. If not selected for an interview, your application will be retained for one full year. You are welcome to inquire about our other current positions.

Current positions may be found at: www.navajopride.com

- If the position you are applying for requires a valid state issued driver's license, please attach a copy of your driving history for the last three years in order for your application to be considered.

Again, thank you for your interest.

Sincerely,

Human Resources

**NAPI gives preference to eligible and qualified applicants in
Accordance with the Navajo Preference in Employment Act (NPEA) and
Navajo Veteran's Preference**



Today's Date: _____

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Navajo Agricultural Products Industry is an equal opportunity employer and does not discriminate on the basis of religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law other than the Navajo Preference in Employment Act.

NAVAJO AGRICULTURAL PRODUCTS INDUSTRY IS A DRUG FREE WORKPLACE

PERSONAL INFORMATION

Position Desired (1): _____ Position Desired (2): _____ Date Available for Work: _____

Name: _____
Last First M.

Mailing Address: _____
Street, PO Box, etc. City State Zip

Telephone #s _____
Home Work/Message Contact Person

E-mail Address (if available) _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? YES NO

Are you 18 years of age or older? YES NO

If the position you are applying for requires that you possess a valid state issued driver's license, can you provide documents to establish ability to operate a company vehicle? YES NO

Have you ever been convicted of, or pled guilty, or no contest, to a crime other than a minor traffic violation, including a DUI? YES NO

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Hiring will be in accordance with the Navajo Preference in Employment Act and Navajo Veterans Preference. The following questions will be used for information purposes in ensuring that these requirements are met. Participation is strictly voluntary.

Claim Navajo Preference? YES NO Census #: _____ Chapter Affiliation: _____

Claim American Indian Preference? YES NO If yes, Tribe: _____

Claim Veteran's Preference? YES NO If yes, please provide the following:

Branch: _____ From: _____ To: _____ Rank/Type of Service: _____

A copy of the DD Form 214 and/or DD Form 215 is required to qualify for Veteran's Preference.

**It is the policy of NAPI to avoid the practice and the appearance of nepotism in employment.
In carrying out this policy, no person shall be hired to a position which is within the same department
of a relative, or under the supervision of a relative.**

Are you related to anyone within NAPI? YES NO

If yes, please state name, relationship and department: _____

In addition to the specific skills, education and experience required, all of which are necessary qualifications for the position; any candidate for a position with NAPI must demonstrate through his or her employment and other work related activities: integrity, competence, professional behavior, team work, operating knowledge of the position in which you are applying, customer service skills, reasonable job stability, and dependability, as determined by NAPI in its reasonable discretion. NAPI retains the right to contact the applicant's prior employers and others to determine if these necessary qualifications are met.

Have you ever been employed by NAPI? YES NO

If yes – When? _____ What Department? _____

Are you currently employed? YES NO If yes, may we contact your present employer? _____

EMPLOYMENT HISTORY

List all employment for the last 10 years (attach additional page if necessary)

Please begin with most recent employer

1. Dates of Employment From: To:	Company Name & Address	Position Held	Description of Work	Reason for Leaving
	Supervisor's Name / Telephone #	Rate of Pay / Per		
2. Dates of Employment From: To:	Company Name & Address	Position Held	Description of Work	Reason for Leaving
	Supervisor's Name / Telephone #	Rate of Pay / Per		
3. Dates of Employment From: To:	Company Name & Address	Position Held	Description of Work	Reason for Leaving
	Supervisor's Name / Telephone #	Rate of Pay / Per		

EDUCATION

School Name & Location	Number of Yrs. Completed	Graduate? Yes / No	Type Of Degree Diploma / Degree	Course of Study
High school/Prep school				
College/University				
College/University				
Vocational/ Trade/ Business school				

Please attach copies of all diplomas, transcripts, and certificates of completion, as appropriate

GENERAL INFORMATION

Please list any special training and/or skills:

Please list farm equipment, implements and/or tools that you can operate:

Please list office equipment, software, and other machinery you can operate:

Computer Proficiency: Excellent Good No Experience Typing / Keyboarding speed: _____ wpm

Please list licenses, certifications, honors, and/or professional memberships that you feel are relevant to the position:

WORK RELATED REFERENCES

Please do not list relatives

Name	Occupation	Years Known	Contact Information

How did you hear of NAPI? Newspaper, Which one? _____ Web Site Radio Magazine

Referred? By whom? _____

ACKNOWLEDGMENTS AND AUTHORIZATIONS – Please read and **initial** each statement.

_____ I understand that NAPI is requesting that I consent to a thorough background investigation regarding my work and personal history, and that I have been provided with a separate authorization regarding that background investigation.

_____ I understand that NAPI may require the completion of a drug and/or alcohol test as a condition of employment.

_____ I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Referrals to the appropriate department shall be made only if a position is available and only upon the submission of a completed and satisfactory application where the applicant meets all necessary and minimum qualifications.

The foregoing information is true and complete to the best of my knowledge:

Signature of Applicant

Date



Navajo Agricultural Products Industry

P.O. Drawer 1318

Farmington, NM 87499

Phone #: (505) 566-2698, Fax #: (505) 960-9458

DISCLOSURE OF INFORMATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

This release of information constitutes my consent and authorization to the agencies or representatives identified to furnish **NAVAJO AGRICULTURAL PRODUCTS INDUSTRY** and **MAXIMUM REPORTS, INC.**, and/or its representative's permission and authority to conduct a background check in order to determine my suitability for my tenure with **NAVAJO AGRICULTURAL PRODUCTS INDUSTRY**. I understand and consent to an investigation that is limited to criminal and civil record history information, motor vehicle driving history, human services inquiry for domestic violence, child abuse and neglect information, employment verification, educational verification, professional licensing, personal and professional references and credit reports whether or not such information would otherwise be protected from disclosure by any constitutional, statutory or common law privilege.

I authorize the custodians of such records and sources of information to release the information, including permitting the review and copying of all documents, records or correspondence pertaining to me, to the representatives of **NAVAJO AGRICULTURAL PRODUCTS INDUSTRY** and **MAXIMUM REPORTS, INC.**, regardless of any previous agreement to the contrary.

Information required to conduct Navajo Nation Criminal and Traffic History Checks is as follows:

- Valid Identification Card or State driver's License with Photograph
- Copy of Applicant's Certificate of Indian Blood (CIB)
- Notarized authorization

APPLICANT'S FULL NAME (*PLEASE PRINT*)

SOCIAL SECURITY NUMBER

ADDRESS

DATE OF BIRTH

CITY, STATE, ZIP CODE

DRIVER'S LICENSE NUMBER STATE

APPLICANT'S SIGNATURE

DATE

INDIVIDUAL ACKNOWLEDGMENT

State of _____

} **ss.**

County of _____

On this _____ day of _____, _____, before, me,
Day Month Year

_____, the undersigned Notary Public, personally appeared
Name of Notary Public

Name(s) of Signer(s)

[Place Notary Seal/Stamp here]

Signature of Notary Public

Printed Name of Notary

My Commission Expires _____