



Crownpoint Chapter

Application Requirement

NAME _____

- A. _____ Accurately COMPLETE Chapter Employment Application
- B. _____ Navajo Nation Voter's Registration Card or Voter Registry Book
- C. _____ Social Security Card
- D. _____ Valid Driver's License/Identification Card and/or (U.S. Passport acceptable)
- E. _____ Certificate of Indian Blood
- F. _____ I-9 and W-4 (Official Use Only)
- G. _____ New Mexico Hire Form (Official Use Only)
- H. _____ Employment/Termination Notice form PAF (Official Use only)
- I. _____ PEP Policies and Procedures (Official Use Only)

Received by: _____ Date: _____

If APPLICABLE:

Letter of Interest

Food Handlers Permit

CPR/First Aid



CROWNPOINT CHAPTER

PO BOX 336 CROWNPOINT, NM 87313

T: (505) 786-2130 F: (505) 786-2136

Employment Application

PLEASE PRINT ALL INFORMATION

For DPM Use Only

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER	FIRST NAME	MIDDLE INITIAL	LAST NAME
OTHER NAMES USED IF APPLICABLE	MAILING ADDRESS	CITY	STATE ZIP CODE
DRIVER'S LICENSE NUMBER	TYPE <input type="checkbox"/> CDL <input checked="" type="checkbox"/> OPERATOR	CLASS	STATE EXPIRATION DATE (MM/DD/YYYY)
TELEPHONE NUMBER	MESSAGE NUMBER	E-MAIL ADDRESS	
ARE YOU AN ENROLLED MEMBER OF THE NAVAJO TRIBE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, INDICATE CENSUS NUMBER <small>If not previously submitted, please attach copy of CIB (REQUIRED)</small>	IF NO, STATE NATIONALITY DATE OF BIRTH (MM/DD/YYYY)
ARE YOU A VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If not previously submitted, please provide a copy of DD Form 214/215</small>		DO YOU WISH TO CLAIM VETERANS' PREFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If Yes, please attach an Application for Veterans' Employment Preference</small>	
ARE YOU CURRENTLY EMPLOYED WITH THE NAVAJO NATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	

POSITION INFORMATION

REQUISITION NUMBER	POSITION NUMBER	POSITION TITLE
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EDUCATION

NAME AND LOCATION OF SCHOOL	DATES ATTENDED (MM/YY)		GED/DIPLOMA/DEGREE RECEIVED	MAJOR/MINOR
	FROM	TO		
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
TECHNICAL/VOCATIONAL/BUSINESS SCHOOL				

LIST ADDITIONAL JOB RELATED TRAINING - INCLUDE DATES OF TRAINING

LIST JOB RELATED SKILLS

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference

REFERENCES: List three persons who are not related to you and who have definite knowledge of your qualifications for the position you are applying for.
Do not repeat names of supervisors listed under work history.

NAME

ADDRESS

TELEPHONE NUMBER

1.
2.
3.

ADDITIONAL EMPLOYMENT INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? * ☐ YES ☐ NO IF YES, GIVE DATE AND REASON.
ATTACH ADDITIONAL SHEET IF NECESSARY

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE? * ☐ YES ☐ NO
IF YES, GIVE DATE AND REASON

* A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application

DO YOU HAVE ANY PHYSICAL CONDITION(S) WHICH MAY CHALLENGE YOUR ABILITY TO * ☐ YES ☐ NO IF YES, GIVE BRIEF DESCRIPTION
PERFORM THE RESPONSIBILITIES OF THE JOB FOR WHICH YOU ARE APPLYING.

* An incomplete answer will result in an incomplete application

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED WITH THE NAVAJO NATION? ☐ YES ☐ NO

NAME/ DEPARTMENT:

RELATIONSHIP:

NAME/ DEPARTMENT:

RELATIONSHIP:

EMPLOYMENT HISTORY

(Do not indicate "See Resume". Begin with current or most recent position.)

EMPLOYER'S NAME AND MAILING ADDRESS

DATES EMPLOYED
(MM/DD/YYYY)

JOB TITLE

FROM

TO

TELEPHONE NUMBER

REASON FOR LEAVING

IMMEDIATE SUPERVISOR:

DESCRIBE DUTIES AND
RESPONSIBILITIES

EMPLOYER'S NAME AND MAILING ADDRESS

DATES EMPLOYED
(MM/DD/YYYY)

JOB TITLE

FROM

TO

TELEPHONE NUMBER

REASON FOR LEAVING

IMMEDIATE SUPERVISOR:

DESCRIBE DUTIES AND
RESPONSIBILITIES

EMPLOYER'S NAME AND MAILING ADDRESS		DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
		FROM	TO	
		TELEPHONE NUMBER		REASON FOR LEAVING
		IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES				

EMPLOYER'S NAME AND MAILING ADDRESS		DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
		FROM	TO	
		TELEPHONE NUMBER		REASON FOR LEAVING
		IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES				

EMPLOYER'S NAME AND MAILING ADDRESS		DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
		FROM	TO	
		TELEPHONE NUMBER		REASON FOR LEAVING
		IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES				

EMPLOYER'S NAME AND MAILING ADDRESS		DATES EMPLOYED (MM/DD/YYYY)		JOB TITLE
		FROM	TO	
		TELEPHONE NUMBER		REASON FOR LEAVING
		IMMEDIATE SUPERVISOR:		
DESCRIBE DUTIES AND RESPONSIBILITIES				

PRE- EMPLOYMENT STATEMENT - PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW

THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY MISREPRESENTATION OR OMISSION OF ANY FACT IN MY APPLICATION, OR ANY OTHER MATERIALS USED IN THE APPLICATION PROCESS, OR INFORMATION OFFERED DURING ANY INTERVIEWS, CAN BE JUSTIFICATION FOR REFUSAL OF EMPLOYMENT, OR IF EMPLOYED, TERMINATION FROM EMPLOYMENT WITH THE NAVAJO NATION. MY SIGNATURE BELOW AUTHORIZES THE NAVAJO NATION TO CONTACT ANY OF MY PRIOR EMPLOYERS FOR REFERENCE PURPOSES.

I UNDERSTAND THAT I MAY BE SUBJECT TO A BACKGROUND CHECK, AND HEREBY AUTHORIZE NAVAJO NATION TO INVESTIGATE MY BACKGROUND TO DETERMINE ANY AND ALL INFORMATION OF CONCERN AS TO MY RECORD, WHETHER SAME IS OF RECORD OR NOT, AND I RELEASE EMPLOYERS AND PERSONS NAMED IN MY APPLICATION FROM ALL LIABILITY FOR ANY DAMAGES ON ACCOUNT OF HIS/HER FURNISHING SAID INFORMATION.

ADDITIONALLY, YOU ARE HEREBY AUTHORIZED TO MAKE ANY INVESTIGATION OF MY PERSONAL HISTORY, EDUCATIONAL BACKGROUND, MILITARY RECORD, MOTOR VEHICLE RECORDS, CRIMINAL RECORDS AND CREDIT HISTORY THROUGH AN INVESTIGATIVE OR CREDIT AGENCY OR BUREAU OF YOUR CHOICE. I AUTHORIZE THE RELEASE OF THIS INFORMATION BY THE APPROPRIATE AGENCIES TO THE INVESTIGATING SERVICE.

SIGNATURE _____

DATE _____

MEMORANDUM

TO: All Chapter Public Employment Program Recipients

FROM: Crownpoint Chapter

DATE: _____

SUBJECT: Understanding the Chapter Public Employment Program Policies & Procedures

RE: Job Description, Alcohol & Drug Free, Prohibition of Sexual Harassment and Policies & Procedures

I, _____, have read and understood the Chapter Public Employment Program Policies & Procedures.

I, _____, understand my job description and a copy of the job description was given to me. I also received information from the Chapter Public Employment Program Policies & Procedures regarding the alcohol & drug free work place and environment. Furthermore, I understand that the work place shall be free of Sexual Harassment and Hostile Environment as outlined in the Personnel Management Policies and Procedures under the Five Management System.

SIGNATURE:

Public Employment Program Worker

Date

FORM 1 O

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CROWNPOINT CHAPTER PUBLIC EMPLOYMENT PROGRAM
POLICIES AND PROCEDURES

*This policies and procedures will supercede the policies and procedures set by the
TCDC Resolution TCDC 111-00.*

I. AUTHORIZATION

- A. Pursuant to 26 N.N.C. Section 101 (A), the Crownpoint Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Public Employment Program (PEP).
- B. Pursuant to the Crownpoint Chapter Resolution #CPC-11-10-004 the Chapter Public Employment Program Polices and Procedures is hereby approved.

II. PURPOSE

- A. The purpose of this policies and procedures are to provide guidelines for the Chapter to administer the Public Employment Program for Chapter Expenditures.
- B. Provide Short-term employment for chapter membership or residence to work on prioritized chapter projects.
- C. Help reduce the unemployment rate at the Chapter and Navajo Nation level.
- D. Provide on-the-job training to selected Chapter residence so they could obtain permanent and competitive employment with non-chapter employers.

III. APPLICABLE LAWS

- A. The Crownpoint Chapter shall comply with all applicable State, Federal, and Navajo Nation laws such as the Navajo Preference in Employment Act.

IV. DEFINITIONS

- A. Chapter Administration: the employee of the chapter which includes, but is not limited to, the Chapter Manager and Accounts Maintenance Specialist.
- B. Chapter Manager: chapter employee who performs the duties as prescribed in 26 N.N.C. Section 1004 (B), 1004 (C), and 2003 (B), and included those employees referred to as Community Service Coordinators.
- C. Local Governance Act: 26 N.N.C. Section 1-2005.
- D. Participants: Chapter members participating in chapter-approved Public Employment Program.

V. FUNDS ORIGIN

- A. The Public Employment Program fund originates from the Navajo Nation Government. Once the funds are disbursed to the Chapter, a budget is developed per projects.
- B. The Budgets consists of specific Chapter projects with specific time frame due to the workman's compensation compliance. The Projects and time frames are prioritized by the Chapter Manager based on emergency needs.

VI. POLICY

- A. The Crownpoint Chapter has discretion in selecting which (PEP) to pursue, subject to the applicable Federal, state and Navajo Nation laws. The Chapter has the discretion to determine the length of each project and when to begin.
- B. All projects shall be approved by the chapter membership at a duly called meeting and set out in the annual budget.
- C. All projects shall be completed within the annual budget cycle, or an extension shall be made with a chapter membership approval at a duly called meeting.
- D. The chapter administration shall make proper accounting and bookkeeping entries for all PEP allocations.

- E. For each project, the chapter administration may employ participants subject to the availability of funds per job description.
- F. The Chapter administration may not hire members of the same household family such as parent and child or siblings for the period involved in one approved chapter project.
- G. Proper workman compensation liability insurance shall be filed and only hired participants shall be able to work.
- H. The Chapter administration shall select a project supervisor, and if necessary participants based on the designed project.
- I. The Chapter administration shall set the salary and wages of the participants.
- J. The Chapter manager shall hire and terminate participants in compliance with PEP Policies and Procedures.
- K. The Navajo Preference in Employment Act, as amended, is binding on the selection, hiring, and all other aspects of the employment process at the local chapter.
- L. Participants shall not work more than eight (8) hours per day, 40 hour per week, or 80 hours per pay period. Participants shall not make up missed hours.
- M. When there are positions available, the Chapter will post job opening for two weeks (ten (10) business days) to accept applications.
 - a. Post announcement on the Chapter bulletin board.
 - b. Announcement at Chapter Meetings.

VII. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICE

- A. Adult participant shall be registered voters of the Chapter at least 6mos, and not employed by another Chapter.
- B. All participants shall be member of the Navajo Nation with a census number.
- C. Supervisor shall not supervise an immediate family member.
- D. Must not be employed at the time of applying for employment.

VIII. PROJECT APPLICATION PROCEDURES

A. For each project, the chapter administration shall properly complete, date, and sign the project application, personnel roster, and employment and termination notice(s). (See Sample forms attached hereto as Attachment B). The chapter administration shall also include a copy of the chapter budget resolution, and a copy of each participant's social security card. The chapter administration shall keep all of the above-mentioned documents on file. All documents shall be completed and finalized prior to commencing the project.

B. The Project application shall include:

1. The name of the project.
2. The name of the project supervisor.
3. The project location.
4. The projects start and end dates.
5. The total number of project days.
6. The total estimated cost of the project.
7. The total amount of PEP funds to be utilized
8. The total number of personnel to be employed.
9. The contact person (usually the clerk-typist or chapter manager).
10. The chapter telephone number
11. The description of the project. This should include a description of the benefits to be derived from the project, the tasks to be performed under the project, the resources required for the project, the project readiness, a description of how the project will be monitored, and a description of any alternate projects the crew will work on; should they finish before the designated date of completion.

IX. APPLICATION REQUIREMENTS

- A. Accurately completed Chapter Employment Application
- B. Voter Registration Card or Verify in Voter Registry Book
- C. Social Security Number
- D. Valid Driver's Licenses or Identification
- E. Certificate of Indian Blood
- F. W-4 Form
- G. New Mexico Hire Form

H. Employment/Termination Notice Form

- I. Signed Policies & Procedures, Alcohol & Drug Free, Job Description and Prohibition of Sexual Harassment Understanding acknowledgement form.

X. TOUR OF DUTY

- A. Monday through Friday, except Navajo Nation Recognized Holidays.
- B. 8:00 am to 5:00 pm with one hour lunch from 12:00 pm to 1:00 pm.
- C. No over-time/compensatory time allowed.

XI. WAGES

- A. The PEP funds are restricted budgeted funds, therefore, the hourly wages shall start at a minimum wage.

XII. PAYROLL, TIMESHEETS, AND DEDUCTION

- A. The payroll periods will be the same as the Navajo Nation Payroll Periods. Payroll will be drawn every two weeks.
- B. The timesheets are due Wednesday to the actual payroll date with all proper signatures and time. Timesheets are done as per Pay Period Ending.
- C. Upon receipt, the Chapter Administration shall check and verify the hours worked for each participant.
- D. Bi-weekly progress reports from the Project Supervisor are due Friday 5pm of each pay period.
- E. Payroll checks are signed as per Fiscal Management Policies and Procedures.
- F. Payroll checks are disbursed at the end of work day on Friday.
- G. If the participants are not available for check pick-up, he or she may authorize a person to pick up his or her check with a written permission and an original signature.

XIII. TAXES

- A. For all participants, FICA and MEDICARE taxes are automatically deducted at each payroll.
- B. The Federal Tax and State Tax will be deducted based on the W-4 form.
- C. At the end of each month, the Chapter Manager shall submit payment to the Internal Revenue Services for the taxes deducted and unemployment taxes, if applicable.
- E. At the end of each calendar year, the Chapter shall issue W-2 to all participants. The Chapter shall submit W-3 to proper agencies.

XIV. BENEFITS

- A. Since all participants are employed under the PEP as temporary employees, the participants are ineligible for any type of health, dental, pharmacy, or vision benefits.
- B. However, the all participants are covered through Navajo Nation Workers Compensation Program, if applicable.
- C. The participants are also ineligible for holiday, personal leave of absence, or compensatory-time pay and ineligible for merit pay or bonus pay.

XV. GRIEVANCE

- A. Since all participants are employed under the PEP as temporary employees, the participants are ineligible for any type of grievance process.

XVI. SEXUAL HARASSMENT

The workplace shall be free of sexual harassment; therefore, such action is prohibited and will result in immediate termination.

XVII. HOSTILE ENVIRONMENT

The workplace shall be free of hostile behavior and environment; therefore, such action is prohibited and will result in immediate termination

XVIII. SAFETY ENVIRONMENT

The Chapter shall provide a safe and friendly workplace environment for all workers.

XIX. ILLEGAL DRUG AND ALCOHOL FREE WORKPLACE

The workplace environment shall be free of Illegal Alcohol & Drugs; therefore, such usage will result in immediate termination.

XX. CODE OF CONDUCT

- A. The participants will conduct themselves with respect towards co-workers, chapter administration, chapter officials, community members, project clients, and any other persons.
- B. The participants will conduct themselves with trustworthiness and produce quality work.

XI. DRESS CODE

- A. Participant shall report to work with proper attire for the job and with proper personal hygiene.
- B. Participant with long hair shall braid or tie back their hair for safety reasons.

XXII. TOOLS

The participants must have a reliable transportation and have own tools.

XXIII. OVERSIGHT

The Chapter Manager shall have the daily and overall oversight responsibilities for the PEP carried out by Chapter.

XXIV. AMENDMENTS

Any amendments to the Public Employment Program Policies and Procedures may be recommended by any of the Chapter Staff or community members in written format, and forward supportive and argumentative documentation to the Chapter Manager and Chapter Officials for assessment.

All proposed amendments shall be presented by the Chapter President, in consultation with Navajo Nation Department of Justice, at a regular chapter meeting for final approval with a simple majority vote of the chapter membership.

The foundations to add, delete, or revise any section(s) or provision(s) of the Public Employment Program Policies and Procedures Manual would be subject to the following condition(s):

- A. The funding source has changed.
- B. The amount of the funding has tremendously increased or decreased.
- C. Procedures and Requirements for Submitting Amendments:
 - 1. Any proposed amendments to the Public Employment Program Policies and Procedures Manual must be submitted in writing with supportive documentation to the Chapter Manager.
 - 2. The proposed amendments must be drafted in a legislative format. The new language underline and old language stricken.
 - 3. The Chapter Manager, in consultation with the Navajo Nation Department of Justice and the Office of Auditor General, will review the proposed amendments to assure compliance with applicable federal, state and Navajo Nation laws, (necessity or realistic).
 - 4. If requirements 1, 2 & 3 above are met, the Chapter Manager will forward the proposed amendments to the Chapter Officials for review and discussion at a regular scheduled planning meeting.
 - 5. The Chapter Officials may instruct the Chapter Manager to set a public hearing date, time and location depending on whether the amendments are substantial and sufficient to warrant a public hearing.

6. If the proposed amendment(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the chapter membership for approval or disapproval at a regular scheduled chapter meeting with a simple majority vote.
7. Upon approval, the Chapter Manager will make all recommended changes to the Public Employment Program Fund Policies and Procedures with a supporting resolution.