

**KINTEEL RESIDENTIAL CAMPUS INC**

**EMPLOYMENT PACKET**

**2023 – 2024**



Dear Applicant,

We welcome your interest to Kinteel Residential Campus. Inc.. for future employment. We are a residential program serving Native American high school students throughout the four corners area.

To assist us to determine your qualification. we require a variety of documentation to apply for employment at Kinteel Residential Campus. Inc. The application contains instructions which must be completed in detail and copies of the following documents must be included in order to be considered for any position,

1. Driver’s License
2. Certificate of Indian Blood
3. Social Security Card
4. Transcripts /Degree(s)/Certifications if required
5. DD-214 for Veterans
6. COVID 19 Vaccination Record

Your application will remain in our active file with the Human Resource Office for six months. If you wish to have your application remain active beyond that time. you must notify us.

At any time you want to contact our office for any information, you are welcome to call 505-334- 6565 from Monday through Friday- 8,00 AM to 4,30 PM.

Sincerely,

Richard Edwards,



KRCI Application Checklist

The following documentation is required for Kinteel Residential Campus, Inc.. Personnel office to process your application for employment. If you have any questions, please contact us at (505) 334-6565.

Applications and required documents may be completed on BambooHR through Indeed, Glassdoor and various online platforms as well as the Campus website www.kinteel.org

**REQUIRED DOCUMENTS:** (Where applicable to position description)

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | Required Application Documents ' |
|  |  |  | KRCI Employment Application (May be completed on BambooHR) |
|  |  |  | Copy of Valid Driver License | .. |  |
|  |  |  | Copy of High School Diploma/GED Certificate | , |
|  |  |  | Official Transcripts (if applicable) Original will be required upon hire |
|  |  |  | Copy of NM Department of Education Teaching License |
|  |  |  | Authorization for Release of Information for Navajo Nation Background Check (Must be notarized) |
|  |  |  | Authorization for Release of Information |
|  |  |  | Driver Background Check Authorization Form |
|  |  |  | Current Personal Resume  |
|  |  |  | Three (3) current Letters of Recommendation or completed KRCI Reference Check Form  |
|  |  |  | Certificate of Indian Blood (Must be submitted if claiming IndianPreference) |
|  |  |  | DD-214, If claiming Veteran's Preference |
|  |  |  | Copy of valid CPR/First Aid Card |

Application and required document can be obtained and completed on BambooHR. Hardcopy or email applications are available and will be accepted. It is the applicant's responsibility to ensure all required documents are submitted. KRCI will not seek missing documents.

**LIVING CONDITIONS:**  Employee Quarters are in planning stage.

BENEFITS: Employee Medical, Dental, Vision, Short-term Disability, Life Insurance paid by employer. Other options available: 401K Retirement Plan. Competitive pay and generous paid leave

**INDIAN** PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1923 (Title 25, USC Section 472). Certificate of Indian Blood must be submitted with application, if claiming Indian Preference. KRCI shall comply with the requirements of Navajo Nation Preference Employment Act. 15NNC Navajo Nation Code.

VETERAN PREFERENCE: Submit DD-214, if claiming preference..

EOE: Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factors.

**Kinteel Residential Campus, Inc.**

**1600 Lydia Rippey Road**

**Aztec, N.M. 87410**

**(505) 334-6565 or Fax (505) 334-8630**

### EMPLOYMENT APPLICATION

Position Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT EMAIL \_\_ PERSONAL INFORMATION

|  |  |
| --- | --- |
| Name (Last, First, Middle) | Social Security Number |
| Mailing Address (Street, City, State) | (Area Code) Telephone |
| Tribal Census Number  | Will You Perform Shift Work? |
| Employment DesiredFull-Time f l Part-Time [ ] | I | Date Available for Work |  | Hourly-rate or Salary Desired |

EDUCATION BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education -Circle Highest Grade Completed1 2 3 4 *5* 6 7 **8** 9 IO 11 12 13 14 15 16 | Major-MinorCourse of Study | DatesAttended | DegreeReceived | DegreeDate |
| College, University, Vocational |  |  |  |  |
| Co11ege, University, Vocational |  |  |  |  |
| College, University, Vocational |  |  |  |  |
| High School and Address |  |  | GED or Diploma |  |
| Other Special Training That You Would Like Us to Consider. (Military courses, Apprenticeships, Certificates) |

EMPLOYMENT RECORD -(start with present or most recent employer) **EMPLOYMENT MUST COVER THE MOST RECENT FIVE CONSEQUTIVE YEARS**. USE ADDITIONAL SHEETS IF NECESSARY- Do not indicate "See Resume".

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer& Address | FromMo/Yr | ToMo/Yr | Supervisor& Position | Duties and Responsibilities (include your accomplishments that you would like to be considered). | Highest Salary |
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OTHER INFORMATION

Are you a U.S. Citizen? Yes [ ] No [ ] (If not, submit your legal right to work in the United States.)

Valid Driver's License: State Number Classification Do you claim veteran's preference? Yes [ ] No [ ]

REFERENCES: (Give three references familiar with your work & education; do not include relatives and friends.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Occupation | Address  | Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Do you have a relative working at Kinteel Residential Campus, Inc.? Yes [ ] or No[]

If yes please disclose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER OUALIFICATIONS

List **Job-related** training courses, (give title and year). **Job-related skills** (other languages, computer software, tools, machinery, typing speed, etc.) **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments.

Equal Employment Opportunity-- It is the policy of the Kinteel Residential Campus, Incorporated to provide equal employment opportunity of all qualified persons without regard to race, color, religion, age, sex, national origin, or handicap.

Other- It is the policy of the Kinteel Residential Campus, Inc. to avoid the practice and the appearance of nepotism in employment. Any offer of employment may be made contingent on application passing a job related physical examination and drug test.

I authorize and consent to background investigation of all statements contained in this application for employment decision, in event of employment. I understand that false or misleading information given in my job application may result in disqualification of employment or termination. I further declare that all information furnished in the attached application, signed and dated by me this date, is true to the best of my knowledge and belief and that any willful misrepresentation herein shall be sufficient cause for termination.

Signature Date \_

**KRCI REFERENCE CHECK FORM**

**Please provide at least three References. One must be a former employer**

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

**Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**You may call the following references below:**

**Former Employers (Name): Phone Number: Email:**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal References (Name): Phone Number: Email:**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Return this application to: Kinteel Residential Campus Inc. - Attn: HR**

 **1600 Lydia Rippey Rd**

 **Aztec, NM 87410**

 **505-334-6565**

**Via Email to: R Edwards, Director,** **richard.edwards@kinteel.org**

 **Kendra Johnson, HR Tech, kendra.johnson@kinteel.org**

**OR Submit Online: Bamboo HR www.kinteel.org**