



Diné College

Department of Human Resources

PO Box 98

Tsaile, Arizona 86556



Student Employment Application

TITLE: TCUP Summer Intern

DATE: _____

DEPT: TCUP Grant, School of STEM

EX # N/A

Employment packets are available online and at the Diné College website. Applicants must submit a whole entire employment packet with the following documents.

Fax Copies & Incomplete Packets will not be considered.

(V) REQUIRED DOCUMENTS FOR FIRST TIME APPLICANTS: *

___ 1. Diné College Application: Complete & Signed - Provide employment history on application.

___ 2. Unofficial Academic Transcript(s)

___ 3. Copy of Current Class Schedule

#4. Letter of Interest

#5. Letter of Recommendation (3)

FOR OFFICE USE ONLY

COMPLETE

DATE & INITIAL

* Return Application to Selina Yazzie, FOB 2, 928-724-6716

Type of Employment You Are Applying For:

1. Student Employment

2. Federal Work Study

◆ PERSONNEL INFORMATION

Name: _____

(Last)

(First)

(Middle Initial)

Social Security Number: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: Home: _____

Message/Cell: _____

Email Address(es): _____

Availability Date: _____

At the time of employment will you be 18 years of age?

YES

NO

◆ EDUCATIONAL BACKGROUND

Name & Location of High School Attended	Date Attended	G.E.D. Issued by:
	FROM:	
Graduated? YES <input type="checkbox"/> NO <input type="checkbox"/>	TO:	

Name & Location of College/University	Dates		Credits/Hours Completed		Major	Minor	Type of Degree	Month/Year of Degree
	From	To	Sem	Qrt				

Describe your duties and any special training related to the position for which you are applying:

◆ ENROLLMENT STATUS

	Full Time (12+)	¾ Time (9 – 11)	½ Time (6 – 8)	Part Time (5 – 1)
Fall Semester: 20____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spring Semester: 20____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Session ____: 20____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

◆ DAYS AND HOURS AVAILABLE

Student will NOT be allowed to work during regular scheduled class times.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

◆ WORK HISTORY

Provide information below beginning with the most recent employer. Make additional copies if necessary. May we contact your Current Employers? YES NO

Present or Last Employer:		Telephone:	
Address:		From:	Month: Year:
Job Title:	Salary: \$	To:	Month: Year:
Supervisor's Name & Title:		Reason for Leaving:	
Duties:			
Present or Last Employer:		Telephone:	
Address:		From:	Month: Year:
Job Title:	Salary: \$	To:	Month: Year:
Supervisor's Name & Title:		Reason for Leaving:	
Duties:			
Present or Last Employer:		Telephone:	
Address:		From:	Month: Year:
Job Title:	Salary: \$	To:	Month: Year:
Supervisor's Name & Title:		Reason for Leaving:	
Duties:			
Present or Last Employer:		Telephone:	
Address:		From:	Month: Year:
Job Title:	Salary: \$	To:	Month: Year:
Supervisor's Name & Title:		Reason for Leaving:	
Duties:			
Present or Last Employer:		Telephone:	
Address:		From:	Month: Year:
Job Title:	Salary: \$	To:	Month: Year:
Supervisor's Name & Title:		Reason for Leaving:	
Duties:			

STUDENT EMPLOYMENT APPLICATION

YES NO 1. Are you legally eligible and able to work and provide proof of U.S. Citizenship?

YES NO 2. Are you an enrolled member of the Navajo Tribe? If YES, please provide your Census Number:
(If claiming Indian Preference, please include your proof of enrollment.)

YES NO 3. Have you previously been employed by Diné College? If YES, when?

YES NO 4. Do you have relatives employed at Diné College? If YES, whom and Relationship?

YES NO 5. Have you ever been denied employment OR received disciplinary action involving your employment? If YES, provide the employer's names, address, telephone number, and the reason for denial:

YES NO 6. Have you ever been convicted of a Felony? If YES, provide specific information (dates, charge, disposition)

YES NO 7. Have you been convicted of any misdemeanor(s) in any Courts? Involving crime Deceit, Untruthfulness, and Dishonesty; including but not limited to Extortion, Embezzlement, Bribery, Perjury, Misuse of Funds and Property; Distributing of Marijuana, Narcotic or Dangerous Drugs, Contributing the Delinquency of a Minor, Commercial Sexual Exploitation, or Child/Sexual Abuse or Sexual Harassment or found Liable in any Civil Action regarding the misdemeanor? If YES, provide specific information (Date, Charge, and Disposition).

◆ APPLICANTS CERTIFICATION:

I hereby certify that the information given by me in this application for employment, transcripts, and all required documents are true and correct to the best of my knowledge. I understand that any misrepresentation or omission in this application packet may be sufficient cause for rejection of hiring or dismissal after employment. I agree to an investigation of the contents of this application for employment.

Signature of Applicant

Date

Job Title:	Salary: \$	To:	Month:	Year:
Supervisor's Name & Title:		Reason for Leaving:		
Duties:				
Present or Last Employer:			Telephone:	
Address:		From:	Month:	Year:
Job Title:	Salary: \$	To:	Month:	Year:
Supervisor's Name & Title:		Reason for Leaving:		
Duties:				
Present or Last Employer:			Telephone:	
Address:		From:	Month:	Year:
Job Title:	Salary: \$	To:	Month:	Year:
Supervisor's Name & Title:		Reason for Leaving:		
Duties:				
Present or Last Employer:			Telephone:	
Address:		From:	Month:	Year:
Job Title:	Salary: \$	To:	Month:	Year:
Supervisor's Name & Title:		Reason for Leaving:		
Duties:				

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I hereby certify that the information given by me in this application for employment and transcript are true and correct to the best of my knowledge. I understand that any misrepresentation or omission in this application packet may be sufficient cause for rejection of this application or dismissal after employment. I agree to an investigation of the contents of this application for employment.

Signature of Applicant

Date