

HUNTERS POINT BOARDING SCHOOL, INC.

CLASSIFIED EMPLOYMENT APPLICATION SY 2024-2025

Thank you for your interest in employment at HPBSI! To process your application, we are requesting the following documents.

- Completed employment application
- Current resume
- Cover letter/letter of interest
- Three (3) current letters of recommendations
- Copy of University or College transcripts
- Relevant certifications
- Certificate of Indian Blood of Form 4432 (if claiming Navajo/Indian preference)

Hunters Point Boarding School, Inc. is a Navajo preference in employment act employer. Upon hire applicants will be required to complete a thorough background check and the cost for the background check is the responsibility of the applicant. Applicants will also need to provide official transcripts upon hire and a certified motor vehicle report (5 year report).



Hunters Point Boarding School, Inc.
P.O. Box Drawer 99, Route 12 South Lupton Road
St. Michaels, AZ 86511
www.hpbs-az.org
Tel: 928.871.4439 **Fax: 928.871.4435**

For Office Use Only:	
_____	Date application received.
_____	Application received by

CLASSIFIED EMPLOYMENT APPLICATION

Please complete entire application in full. Do not use “refer to resume” or equivalent statement. Answer all questions completely. This application is part of the review procedure; incomplete information will affect the evaluation of your application.

Date of Application: _____

Position(s) applying for: 1) _____ 2) _____ 3) _____

PERSONAL DATA:

 First Middle Last Other Names

Address: _____
 P.O. Box or Street City State Zip Code

Phone: _____ Message Phone: _____ Email: _____

In case of Emergency contact: _____ Relation: _____

Address: _____ Phone: _____

What languages other than English are you fluent with (read and write)? _____

Are you a United States Citizen? Visa Number: _____

Do you have a Driver’s License? License Number: _____ Issuing State: _____ Are

you a former HPBSI employee? If yes, indicate what year and what position you held _____

INDIAN PREFERENCE

Navajo Preference in Employment Act: In accordance with the Navajo Preference in Employment Act, it is the policy of Hunters Point Boarding School, Inc. in all employment decisions, to give preference first to qualified Navajo persons and qualifying spouses and secondly to qualified Indians of a federally recognized tribe.

Tribal Affiliation: _____ Tribal Enrollment Number: _____

MILITARY PREFERENCE

Veterans Preference: Veterans requesting preference relative to employment with Hunters Point Boarding School, Inc. must indicate they are requesting the preference in their employment application and attach a copy of their DD214 discharge papers at the time of submitting their employment application.

Are you a Veteran? _____ Branch: _____ Dates: _____ Type of discharge: _____

EDUCATION AND PROFESSIONAL TRAINING

Indicate your highest grade School or High School completed: _____

Name and location of last High School: _____

Please list in chronological order all educational institutions attended. Transcripts must be provided for each institutions listed. The information should be accurate as it is used to assist in determining your qualifications for employment.

Degree GPA	Name of Institution	Location City & State Phone	Semester Hours	Graduation Year	Major	Minor

List additional training you received that relates to the position for which you are applying for.

List special skills relevant to the position for which you are applying for and years of experience (i.e. management or supervision).

List computer-related skills and years of experience. Specify software and hardware.

List other equipment and/or machines you are familiar with.

Name of present or most recent employer and address:		
Name of Supervisor and contact number:	Start Date:	Ending Date:
Second Reference and contact number:	Starting Pay:	Ending Pay:
Job Title:	Reason for leaving:	
Description of work & responsibilities:		

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Please explain any gaps in employment of over 30 days: _____

Have you ever been dismissed or non-renewed from a previous employer?

If yes, please explain: _____

Have you ever been asked to resign from a previous employer?

If yes, please explain: _____

Have you ever resigned from a position rather than face disciplinary action and/or renewal?

If yes, please explain: _____

List any relative(s) currently employed with Hunters Point Boarding School, Inc.

NAME	RELATIONSHIP	DEPARTMENT

REFERENCES:

Give names and complete addresses of five references that have known you for at least 5 years and are familiar with your personality, character and work ethics. (DO NOT LIST RELATIVES).

Name and Address	Yrs Known	Official Position	Work Phone	Other Phone

All complete applicants will be kept in an active file for one year from date of signature or until confirmation has been received that you have been employed and have a signed contract on file.

Equal opportunity employer: Hunters Point Boarding School, Inc. does not discriminate on the basis of age, race, color, religion, gender, marital status, handicap / disability, or national origin.

CRIMINAL ACTIVITY REPORT:

The following questions relate to Local (Navajo Nation), City, State and Federal Law Enforcement Agencies.

For purposes of this form, the term "conviction" means the final judgment on a verdict or a finding of guilty, plea of guilty or a plea of nolo contendere in any court of competent jurisdiction in a criminal case, including, but not limited to city, state, county, tribal, or deferral courts. For purposes of this form you must answer "yes" to the questions even if the appeal is pending or could be taken and even if the conviction was subsequently dismissed, set aside, deferred, vacated or expunged.

Name: _____ Social Security No.: _____

List any former name(s): _____

1. In the last 5 years, have you been arrested for, charged with, or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where to have been found guilty, pled guilty or nolo contendere (no contest). *Leave out traffic fines of less than \$150.00.*
2. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution, crimes against persons, or offenses committed against children?
3. In the past 5 years have you illegally used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.) amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.) hallucinogenic (LSP, PCP, etc.) or illegally used prescription drugs?
4. In the past 5 years have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for your own intended profit or that of another?
5. Are you awaiting trial for any crime or offense excluding minor violations not involving any allegations of drugs or alcohol impairment?
6. Have you been convicted by a military court-martial in the past 5 years?
7. Are you now under charges for any violations of the law?
8. Have you ever been arrested for or charged with a crime involving a child?
9. Have you ever been convicted of, admitted committing a sex or drug related offense?

For all questions, provide required information in detail in the space below. If need to, you may use a separate sheet of paper.

Type of charge/conviction		Date of Charge	Date of Court Conviction
City	State	Amount of Fine	Length of jail term
Factual details or other remarks		Length and terms of court outcome(s) (Probation, Parole, etc.)	

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Use this space to provide explanations to any questions you may have answered “Yes” on this questionnaire.

My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that false or fraudulent answer to any question or item on any part of this application or its attachments may be ground for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment.

I certify that my responses to this entire employment application is made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of my employment.

Signature of Applicant: _____ Date: _____

**APPLICANT SCREENING QUESTIONNAIRE
INDIAN CHILDREN PROTECTION REQUIREMENTS**

Full Name: _____ Social Security Number: _____
(please print)

Position Title: _____ Today's Date: _____

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

[If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

[If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the HUNTERS POINT BOARDING SCHOOL, INC. and my rights to challenge the accuracy and completeness of any information contained in the report.

Employee/Applicant's Signature

Date

Authorization for Release of Information

I _____ authorize and consent to any investigator, or other duly accredited representative of the agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and a criminal history record information, whether or not specifically requested.

I further authorize any investigator, or other duly accredited representative of HUNTERS POINT BOARDING SCHOOL, INC., who is conducting my background investigation, to request national criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a position working with children. I understand that I may request a copy of such records as may be available to me under the law.

I authorize custodians of records and other sources of information pertaining to me to release such information upon request of the HUNTERS POINT BOARDING SCHOOL, INC. investigator, or other duly accredited representative authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by and only for the purpose of determining my suitability for employment with the HUNTERS POINT BOARDING SCHOOL, INC.

I forever release, fully discharge, and agree to indemnify, defend and hold harmless HUNTERS POINT BOARDING SCHOOL, INC. and their respective officers, employees, School Board members, volunteers, representatives and agents from any and all claims, causes of action, responsibility, liability, damages, losses, costs and expenses of any nature related directly or indirectly to performing such investigations and criminal history checks and using and relying on any information obtained there from. Additionally, I forever, fully discharge, and agree to indemnify, defend and hold harmless any current or former employer or educational institution and any officer, employee, volunteer, representative or agent thereof, that furnishes written or verbal information about me from any and all claims, causes of action, responsibility, liability, damages, losses, costs and expenses of any nature related directly or indirectly to furnishing such information.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the HUNTERS POINT BOARDING SCHOOL, INC, whichever is sooner.

Signature (sign in black ink)	Printed Name	Date Signed
Position for Which you are being Investigated		Primary Contact Number
Current Address	State	Zip Code
		Secondary Contact Number

CONSENT AND WAIVER TO CONDUCT BACKGROUND CHECKS

I, _____ Date of Birth: ____/____/____ SSN: _____

Residing at _____ have applied for employment with HUNTERS POINT BOARDING SCHOOL, INC. (hereinafter School). As indicated by my signature below I understand that the School will conduct a required background checks for me through any or all of the following:

- 1. Federal Bureau of Investigation (FBI)
- 2. The United States of American and any of its branches, federal agencies and/or departments.
- 3. The State of Arizona and any of its subdivisions, branches, agencies and/or departments.
- 4. The Navajo Nation and any of its subdivisions, branches, agencies and/or departments; and
- 5. Any private entity retained by the School to conduct such background checks.

I understand that the School will conduct these background checks to determine my criminal history, if any, and any other factors that may be relevant to my fitness for employment with the School.

As evident by my signature below, I consent to any or all of the above noted entities providing all requested information and hereby waive and forever surrender any objection or claim I may have or acquire relative to the background checks or those providing information pursuant to the School’s request. I further agree and direct that a copy of this request shall have the same force and affect as an original. This authorization is valid for a period of five (5) years from the date signed or upon the termination of my affiliation with HUNTERS POINT BOARDING SCHOOL, INC. whichever is sooner.

Applicant's Signature

Date