

SYEP – Summer Youth Employment Program – College Students

PERSONNEL FILE RECORD

Crystal Chapter

PERSONNEL:

PROJECT NO:

- ❖ Chapter Application
- ❖ Verification of Enrollment
- ❖ Worksite Agreement
- ❖ NN Voter Registration (BLUE COPY)
- ❖ Social Security Card (COPY)
- ❖ Driver's License or Identification Card (COPY)
- ❖ Certificate Of Indian Blood (CIB)
- ❖ W-4 Form
- ❖ Standard of Conduct

Please have all Documents Attached. NO EXECPTIONS



CRYSTAL CHAPTER

FORT DEFIANCE AGENCY - DISTRICT #18

P.O BOX 775

NAVAJO, NEW MEXICO 87328

PHONE# (505)777-2800/FAX# (505)777-2805

1. Public Employment: _____

2. Youth Employment Program: _____

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER

FIRST NAME

MIDDLE INITIAL

LAST NAME

OTHER NAMES USED IF APPLICABLE

MAILING ADDRESS

CITY

STATE

ZIP CODE

STATE IDENTIFICATION/DRIVER'S LICENSE NUMBER

TYPE

☐ CDL

CLASS:

STATE

EXPIRATION DATE (MM/DD/YYYY)

☐ OPERATOR

TELEPHONE NUMBER

MESSAGE NUMBER

E-MAIL ADDRESS

ARE YOU AN ENROLLED MEMBER OF CRYSTAL CHAPTER?

☐ YES

☐ NO

IF YES, INDICATE CENSUS NUMBER

IF NO, STATE NATIONALITY

DATE OF BIRTH (MM/DD/YYYY)

If not previously submitted, please attach copy of CIB

ARE YOU A VETERAN?

☐ YES

☐ NO

DO YOU WISH TO CLAIM VETERANS' PREFERENCE?

☐ YES

☐ NO

If not previously submitted, please provide a copy of DD Form 214/215

If Yes, please attach an Application for Veterans' Employment Preference

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 JOB RELATED SKILLS:

The Crystal Chapter 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

LIST ANY PHYSICAL CONDITION(S) WHICH MAY CHALLENGE YOUR ABILITY TO PERFORM THE RESPONSIBILITIES OF THE JOB FOR WHICH YOU ARE APPLYING.

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

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

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-CRYSTAL CHAPTER. MY SIGNATURE BELOW AUTHORIZES THE NAVAJO NATION-CRYSTAL CHAPTER 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 _____



CRYSTAL CHAPTER

P.O Box 775

Navajo, NM 87328

Email: crystal@navajochapters.org

Phone: (505)777-2800/ Fax: (505)777-2805

*Raymond Tsosie, President
Patricia Slim, Vice President
Virginia Benally, Sec/Treas.
Louise Mark, Grazing Rep.*

**VERIFICATION OF ATTENDANCE
OR
SCHOOL ENROLLMENT FOR 20__ - 20__**

Name of Student: _____

Name of School: _____

College Grade Level: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Is the College student Full time or Part time? ☐ Full ☐ Part-time

Name / Title

Date

Please STAMP in this form with date and time by your school administration. Thank you.



Crystal Chapter



P.O. Box 775 • Navajo, N.M. 87328

(505) 777-2800/2801 Fax (505) 777-2805

College

WORKSITE AGREEMENT

1. The Crystal Chapter and _____ mutually agree to provide employment training opportunities to enhance career development.
2. The following provisions (#3-7) and attached Statement of Work from the worksite will be adhered to in strict accordance.
3. Adequate full time supervision of the participant should be provided by qualified supervisor(s). A qualified substitute supervisor shall be available in the absence of a regular supervisor.
4. The daily time and attendance should be kept by the supervisor and will reflect time actually worked by the participant. Participant shall sign in and out accordingly.
5. Participant will be required to work no more that thirty-two (32) hours/four days per week for high school students; forty (40) hours/five days per week for college students; eight hours a day 8:00 am – 5:00 pm) with two fifteen minute breaks during the day.
6. The working environment should be in a safe and sanitary environment.
7. Adequate equipment, supplies and tools necessary for work and Scope of Work shall be provided for the participant by the worksite organization.

PERTINENT INFORMATION

Participant's Name: _____ SS #: _____ C#: _____

Name of Worksite Organization: _____

Address: _____ Telephone #: _____ Fax #: _____

Worksite Supervisor: _____

Alternate Supervisor: _____

Agreement Period of Employment: _____

The above agreement provisions will be adhered to by parties mutually to provide training opportunities to promote career development for their participants and sign as such.

Participant's Name

Worksite Supervisor

Community Service Coordinator

Alternate Supervisor

**The NAVAJO NATION
Crystal Chapter**

**SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)
STANDARD OF CONDUCT**

All Chapter Employees are expected to abide by and follow the **Standard of Conduct** expected of them as Chapter employees. The **Standard of Conduct** are as follows:

1. **Basic Work Days and Hours:**
The basic work days are **Monday through Friday** with work hours from **8:00 a.m. to 12:00 noon** and from **1:00 p.m. to 5:00 p.m.** During working hours, Chapter employees are to keep their supervisor informed as to their whereabouts. Sign the timesheet and daily activity report at the start of each work day, during the lunch period, and at the end of each work day; failure to sign may result in that time not be counted for payroll purposes.
2. **Breaks:**
A mid-morning and a mid-afternoon break of no more than **fifteen (15) minutes** are allowed; however, break time **cannot** be accumulated to be used for early dismissal or coming to work late. Breaks will not be deducted from your assigned hours.
3. **Leave of Absence:**
Except in emergency circumstances, application for leave or time off must be initiated in writing and presented to the authorized supervisor for approval prior to taking time off (at least one day in advance of anticipated date of absence). Unauthorized absence and excessive tardiness shall result in immediate dismissal.
4. Each Chapter employee of the Crystal Chapter shall, among other things:
 - a. Comply with and respond to the directions and instructions of the supervisor.
 - b. Show courtesy, respect, cooperativeness, diligence and tact in dealings with supervisors, fellow employees, elected officials and general public at all times.
 - c. Provide full, efficient, and industrious service to promote the goals and objectives of the Navajo Nation and **Crystal Chapter**.
5. As a Chapter employee, your conduct, behavior, and activities cannot disrupt the work or the workplace.
6. If you are entrusted with Navajo Nation or **Crystal Chapter** property, you are responsible for safeguarding it to prevent its loss or damage and return it to your supervisor after its use.
7. Navajo Nation premises and workstations are declared drug, alcohol, tobacco and smoke-free and violence-free environments.
8. The use, possession, or being under the influence of any illegal substance or intoxicants is strictly prohibited and may be reported to the Navajo Nation Police; in any instance, it shall result in immediate dismissal and you will be requested to leave the chapter premises or work site.
9. Verbal abuse of supervisors, chapter staff, fellow workers, or general public is prohibited.
10. Any injury occurring while performing work on behalf of the **Crystal Chapter** must be reported immediately to the supervisor and a Workplace Injury Report must be completed and submitted to the **Crystal Chapter** administration.

11. Any nonverbal or verbal commentary or actions of a sexual nature are strictly prohibited and shall result in immediate dismissal.
12. The use or possession of any firearms or weapons of any kind are prohibited on the premises of any Navajo Nation property which includes **Crystal Chapter** premises and compound and shall result in immediate dismissal.
13. Conduct that threatens, intimidates or coerces another worker, a client, or a member of the public, shall not be tolerated and shall result in immediate dismissal.
14. Chapter employees are to refrain from fighting or other conduct that may be harmful or dangerous to others. Dress professionally for your worksite.
15. Ripped, disheveled clothing, unkempt appearance, or other inappropriate clothing or appearance is not permitted. A Chapter employee may be asked to leave the workplace until properly dressed or groomed; such time away from work will not be compensated.
16. Unless approval has been given by their supervisor, Chapter employees are not to use the computers for internet access during working hours. Do not use your cell phones, text, or email during working hours.
17. During lunch or break time, the supervisor will designate the space for lunch or break. Do not congregate in authorized lounge, office or premise. Ask if you don't know where your lunch and break areas are.
18. Avoid unnecessary conversation or interaction with the general public, visitors, or other unauthorized individuals during working hours. **DO NOT** promise work or services unless it is within the project Scope of Work.
19. Maintain your work premises and compound in a neat and orderly fashion. Do not litter.
20. Unless instructed or directed by their supervisor, Chapter employees are not to use Navajo Nation or **Crystal Chapter** property or services, including but not limited to, telephones, office computers, copiers, printers, vehicles, machinery, desks, office equipment, and supplies.
21. Protective clothing or gloves are to be worn at all times if required for specified work place or job site safety.
22. Any personally-owned tools and equipment are to be in a safe and operable condition; faulty or unsafe tools and equipment are not to be used while at the job site or for performing chapter-related project or activities.
23. As a temporary employee, employment with the **Crystal Chapter** is contingent upon the availability of funds and projects.
24. Electronic Devices are prohibited during working hours. We are not responsible for lost, misplaced or stolen devices. This associates with #16.

- *College students credit hours: 80 hours @ \$9.66*
- *High School Students credit hours: 64 Hours @ \$9.45 (Limited hours due to school session)*