



Mesa Grande Indian Housing Authority
PO Box 267
Santa Ysabel, Ca 92070
(760) 782-9144

Application Summary

The following application packet, including all listed required documents, is to be submitted to danielle_mgiha@hotmail.com to be considered for any posted employment opportunities.

Required Documents

Application Packet:

- Resume including work history from the past five (5) years, relevant education, and three (3) professional references with contact information, no more than 2 pages long.
- Completed job application
- Completed Background Check Release of Information and Drug/Alcohol Consent Form
- Copy of applicant's tribal identification card

Top candidates selected for interview will be required to provide a copy of the following documents:

- Copy of educational transcripts, degree and/or certificates substantiating educational background
- Copy of any licenses/certifications that applicant is claiming.
- Copy of applicant's Driver's License and driver's record



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Application for Employment

Federal law requires that all applications be considered without regard to race, religion, sex, age or national origin. The Mesa Grande Indian Housing Authority (MGIHA) is an equal opportunity employer, subject to provisions of PL-93-638 and statutes re: Indian Preference.

Date: ____/____/____ Position Applied for: _____

Name: _____
Last First Middle Initial

Social Security #: _____

Address: _____

Home Phone () _____ Cell () _____

Email _____

Have you ever been employed by MGIHA? YES or NO

If yes, what were the dates of your employment: _____

Are you eligible for Indian Preference? YES or NO

If yes, enrollment number and/or Tribal Affiliation: # _____ Tribe: _____

Availability: _____ Full Time: _____ Part Time: _____ Temporary: _____

Hours or DAY(S) NOT available: _____

Are you on layoff and subject to recall? YES or NO If yes, when? _____

Valid Driver's License# _____ State of issue: _____

Do you have Automobile Insurance? YES or NO If yes, what type: _____

Do you have access to regular use of a vehicle? YES or NO

Can you travel out of town as the job may require? YES or NO



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Additional History

Summarize any skills, qualifications etc. that you may possess that relate to the job for which you are applying: _____

Military Branch of Service: _____

Dates of Service: _____

Rank & Discharge: _____

Special skills, training or duties: _____

Have you ever been convicted of a felony? YES or NO

If YES, please explain: _____

Do you have any physical, mental, medical impairment or disability that would limit your job performance for the position for which you are applying? YES or NO

If YES, please explain: _____



Background Check Release of Information and Drug/Alcohol Testing Consent Form

I authorize the Mesa Grande Indian Housing Authority (MGIHA) and its designated agents and representatives to conduct a comprehensive review of my background, causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to the MGIHA. I authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. MGIHA and its designated representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth

If selected for employment with the MGIHA, I hereby consent to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis, prior to employment, to meet with their policy regarding the selection of applicants for employment.

I further authorize and give full permission to have the MGIHA and/or its authorized agents and physicians to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the MGIHA. I further agree to and hereby authorize the release of the results of said tests to the MGIHA.

I understand that the current use of illegal drugs would prohibit me from being employed with MGIHA.

I further agree to hold harmless MGIHA and its agents and physicians from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with MGIHA's consideration of my application for employment.



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I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that the signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant: _____

Print Name: _____

Social Security #: _____

Signature: _____

Date: _____

Witness: _____

Print Name: _____

Signature: _____

Date: _____