

Application for Employment

Updated 3/2011

Eastern Shawnee Tribe of Oklahoma

Human Resources Office
 10080 S. Bluejacket Road
 Wyandotte, OK 74370
 918-666-5152, ext 1021
 Fax: 888-971-3901
 Email: hr@estoo.net



PLEASE READ THE APPLICATION CAREFULLY AND FILL IT OUT IN ITS ENTIRETY:

Date of application: _____ Position for which you are applying: _____

Referral source: Word of mouth Shooting Star Employment posting Advertisement (_____)

Name: _____
 First Middle Last Maiden

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____

Phone number where you may be reached during work hours: (_____) _____ Ok to leave message? Yes No

Alternate contact number: (_____) _____ Email address: _____

Check all types of work you would accept: Regular Full-Time Temporary Part-Time

When would you be able to start work? _____

Do you have a valid driver's license? Yes No If yes, State _____ DL Number _____

Type of license: Operator Commercial Operator Chauffeur

Does your license have restrictions? Yes No If yes, please explain: _____

Do you have a high school diploma or equivalent? Yes No If yes, from where? _____

What is the highest level of education you have completed? _____

(Elementary: 1 – 8; High School: 9 – 12; Some College; Associates; Bachelor's; Master's; PhD)

If you have attended college, university, vocational-technical or trades school, complete the following. Please note: If college degree is required for the position for which you are applying you will be asked to provide an official transcript with seal, which shows academic or vocational training beyond high school level.

Institution Name and Location	Dates Attended From (mo/yr) To (mo/yr)	Area of Study	Total # hours completed	Degree / Certificate Received	Date Rec'd

Special Qualifications and Skills: List qualifications and skills you possess which are required for the job as stated in the job posting or ad, such as typing proficiency (give speeds if known), computer program proficiencies or certifications, ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training or honors you have had which are directly related to the job for which you are applying.

Experience: Please list all jobs held during the last 10 years, including part-time and/ or temporary positions. You may also include military experience as employment. Start with your present or most recent job and work your way chronologically back. **Do not reference a resume.** Use additional paper if necessary. You may include and receive credit for volunteer or other unpaid work experience that is related to the job for which you are applying.

May we contact your present employer as to your qualifications and record of employment? Yes No

Employer's Name, Address and Telephone #:		
Dates employed From (mo/yr): To (mo/yr):	Supervisor's Name and Title:	Your Job Title:
Reason for leaving:	Salary: Beginning	Ending or present
Description of Duties:		
Employer's Name, Address and Telephone #:		
Dates employed From (mo/yr): To (mo/yr):	Supervisor's Name and Title:	Your Job Title:
Reason for leaving:	Salary: Beginning	Ending or present
Description of Duties:		
Employer's Name, Address and Telephone #:		
Dates employed From (mo/yr): To (mo/yr):	Supervisor's Name and Title:	Your Job Title:
Reason for leaving:	Salary: Beginning	Ending or present
Description of Duties:		
Employer's Name, Address and Telephone #:		
Dates employed From (mo/yr): To (mo/yr):	Supervisor's Name and Title:	Your Job Title:
Reason for leaving:	Salary: Beginning	Ending or present
Description of Duties:		

**References – GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU,
WHOM YOU HAVE KNOWN AT LEAST ONE YEAR**

Name	Phone Number	Years Known

**IF YOU ANSWER ANY OF THE FOLLOWING QUESTIONS “YES,”
PLEASE EXPLAIN IN BOX TITLED “REMARKS OR ADDITIONAL INFORMATION”**

The Indian Preference Policy (Resolution 021011-R-03) states “Legally enrolled Eastern Shawnee Tribal members shall be given preference if the Tribal member’s experience, qualifications, training, and all other criteria included in the job posting are equal. Tribal Members or Citizens of other Federally Recognized Tribes shall have second preference following the same criteria, followed by any other applicants.”

	Yes	No
Are you a member of or eligible for membership in a federally recognized Tribe? If yes, which Tribe? _____		
Can you furnish a “Certificate of Degree of Indian Blood” (CDIB) card, from a federally recognized Tribe? Verification of Native American heritage must be included with the application in order for Indian Preference to be considered a factor in the hiring process. If verification is not included, it is not our responsibility to verify Native American heritage.		
Are you legally authorized to work in the U.S.? Verification of identity and Employment Eligibility must be submitted at the time of hire.		
Have you been fired or asked to resign from a job within the past 10 years?		
Have you been convicted of a felony in a civilian or military court whether expunged, annulled or sealed? Your case will be considered in relationship to the requirements of a particular job. If yes, provide details including dates, court and crime.		
Have you ever served in the Armed Forces? If yes, give dates, branch and type of discharge received from military service.		
Are you now working for, or have you ever previously worked for, the Eastern Shawnee Tribe of Oklahoma or its entities? If yes, when and where?		
Do you or your spouse have any relatives presently working for, or holding office in the Eastern Shawnee Tribe of Oklahoma or one of its entities? (Tribal policy prohibits or limits the hiring of relatives of tribal employees or officials in certain circumstances.) If yes, give name(s) of relative(s).		
If employed and under 18, can you furnish as work permit?		
Remarks or Additional Information: 		

Acknowledgement

I certify that all of the answers in this application are true, complete and correct. I agree that my employment is based on the facts that I have given; I therefore authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision.

I give the Tribe my permission to contact any former employer, school, college or university, utility company, credit or finance bureau, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, health credit, education or employment record, & I give my consent to any such source to release to the Tribe whatever information they have about me. I also unconditionally release all named & unnamed sources from any & all liability which might result from furnishing any information about me.

I understand and agree that any false, misleading, or incomplete information in my application, interviews, and/or other pre-employment questionnaires and procedures, regardless of when discovered by the tribe will be sufficient basis for my disqualification from employment, or if employed, the termination of my employment. I agree that the tribe shall not be held liable in any respect if I am not hired or my employment is terminated as a result of providing such false, misleading or incomplete information.

I understand, also, that I am required to abide by all rules and regulations of the organization applying to. I understand that the acceptance of this application does not constitute an employment contract.

The Eastern Shawnee Tribe of Oklahoma and its entities maintain a drug free work place. All applicants and employees are subject to drug and alcohol testing (test), which includes pre-employment and may include for cause, post-accident and random testing. Your signature on this application signifies that you give your consent to be tested and your consent to the release of the test results to the Eastern Shawnee Tribe of Oklahoma or its entities for drugs or alcohol according to applicable policy. A positive test result or failure to submit to a test may lead to immediate employment termination. Applicant acknowledges that they may/may not be exposed to second hand smoke in their work environment.

The applicant further acknowledges and agrees that if he/she has previously been employed by the Eastern Shawnee Tribe and / or its entities, the Eastern Shawnee Tribe of Oklahoma and or its entities may release any and all personnel records of the applicant to the Eastern Shawnee Tribe of Oklahoma and or its entities to which the Applicant submits an application. By submitting this application, the Applicant for himself/herself, her/his spouse, legal representatives, heirs and assigns, hereby releases, waives, holds harmless , and discharges the Eastern Shawnee Tribe of Oklahoma and its entities, their officers and agents, and each of them, from all liability to the Applicant, her/his spouse, legal representative, heirs and assigns, for any and all loss or damage, and any claim or damages resulting from the release of any and all of the Applicant's personnel records to the Eastern Shawnee Tribe of Oklahoma and / or its entities.

I have read the above and understand it.

Signature of Applicant

Date