



Application for Employment

PLEASE READ THE APPLICATION CAREFULLY AND FILL IT OUT IN ITS ENTIRETY: How did you hear about this position:

Applicant Information

First Name		Middle Name		Last Name	
Date of Application	Applied Position	Desired Salary	Date Available	Phone Number	E-Mail Address
Street Address		City		State	Zip

Education

High School	City	State	Receive High School Diploma or Equivalent?
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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	From	To	Area of Study	Total Hours Completed	Degree /Certificate	Date Received

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 or 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.	
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).	



Employment

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

Company		Phone	Address	City	State
Job Title	Supervisor Name and Title		Dates of Employment	Starting Salary	Ending Salary

Reason for leaving:

Description of Duties:

Company		Phone	Address	City	State
Job Title	Supervisor Name and Title		Dates of Employment	Starting Salary	Ending Salary

Reason for leaving:

Description of Duties:

Company		Phone	Address	City	State
Job Title	Supervisor Name and Title		Dates of Employment	Starting Salary	Ending Salary

Reason for leaving:

Description of Duties:

Company		Phone	Address	City	State
Job Title	Supervisor Name and Title		Dates of Employment	Starting Salary	Ending Salary

Reason for leaving:

Description of Duties:



References-Give the names of three persons not related to you.

Name	Professional or Personal Reference	Phone Number	Years Known

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 Arrowhead Automotive 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.

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 and understand.

Signature of Applicant

Date