

Application for Employment



Prairie Island Indian Community
5636 Sturgeon Lake Road
Welch, Minnesota 55089

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position(s) applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name of Source (if applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Email Address _____

Telephone Number (_____) _____ Social Security Number _____ - _____ - _____

If necessary, best time to call you at home is _____ : _____ am
pm

May we contact you at work? _____ Yes No

If yes, work number and best time to call _____ (_____) _____ : _____ am
pm

If you are under 18, can you furnish a work permit? _____ Yes No

Have you filed an application here before: _____ Yes No

If yes, give date _____ / _____ / _____

Have you ever been employed here before? _____ Yes No

If yes, give datesFrom _____ / _____ / _____ To _____ / _____ / _____

Are you legally eligible for employment in this country? _____ Yes No
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work _____ / _____ / _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you on lay-off and subject to recall? _____ Yes No

Will you relocate if job requires it? Yes No Will you travel if job requires it? ... Yes No

Are you able to meet the attendance requirements of the position? _____ Yes No

Will you work overtime if required? _____ Yes No

Have you ever been bonded? _____ Yes No

Driver's license number _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer () Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for Leaving	Hourly Rate/Salary		
	Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

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Comments (including explanation of any gaps in employment)

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying _____

Educational Background

(if job related)

A. List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank and **E.** Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List name and telephone number of three business/work references who are *not* related to you and are *not* supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status). _____

List any additional information you would like us to consider. _____

The Prairie Island Indian Community provides employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, pregnancy, marital status with regard to public assistance, sexual preference or identity, religion or condition of health or physical disability.

This application is current for only 60 days. At that conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

As part of our normal procedure in processing applications, a routine inquiry may be made concerning your background. Former employees, school record offices, and personal and employment references may be contacted by a Prairie Island representative to obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employee relation forms.

If it is deemed necessary to check credit or criminal records, this check will be conducted by an outside source, such as a commercial investigation company. You should be aware that these outside agencies may keep and use information they supply to us in this investigation for their own business purposes. Further information such as the name of the investigating company or the nature and scope of such inquiry, if one is made, is available to you upon written request. This is a notice provided in conformance with the Fair Credit Reporting Act of 1970.

In consideration of my employment, I agree to conform to the rules and regulations of Prairie Island and understand that my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of the company or myself.

I understand that no manager or representative of Prairie Island other than the Council has any authority to enter any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

APPLICANT AUTHORIZATION

I hereby authorize Prairie Island to conduct their normal employment inquiries as described. This authorization is valid for one year from this date and any inquiries made after that date will require a new signed release.

I agree that withholding pertinent information or submitting false information in connection with this application for employment constitutes valid grounds for dismissal and loss of all employee benefits and privileges.

I also understand the acceptance of this application by Prairie Island neither expresses nor implies that I will be given employment. I acknowledge that I have read and understand the above.

Signature of Application _____ Date_____/_____/_____

Name (Print) _____

Signature of
Human Resources Rep. _____ Date_____/_____/_____