

# Application for Employment



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

**READ CAREFULLY:** Thank you for applying with Prairie Island Indian Community. Please print. Answer each question accurately. If the answer is 'no' or 'none', state so. If additional space is needed, use a separate sheet of paper.

## Personal Information

Last Name:		First Name:		Full Middle Name:	
Home Street Address:					
City:		State:	Zip Code:	County:	
Phone Number: (    )			Email Address:		
Are you 16 years of age or older? <input type="radio"/> Yes <input type="radio"/> No			Are you 18 years of age or older? <input type="radio"/> Yes <input type="radio"/> No		
Are you legally eligible to be employed in the United States? <input type="radio"/> Yes <input type="radio"/> No					
<b>Important notice to all applicants:</b> If you have a criminal conviction and/or have charge(s) pending, you may not be eligible for employment here. A thorough background check is conducted on all applicants offered employment to verify this information. Failure to fully disclose any criminal record may be grounds for cancellation of this application, withdrawal of a job offer, or termination of employment.					
Do you have any criminal convictions and/or do you have any charges pending? <input type="radio"/> Yes <input type="radio"/> No					

## Position Information

Position(s) applied for (list in order of choice):	
Desired Status:	<input type="radio"/> Full-time <input type="radio"/> Part-time
Have you been previously employed by Prairie Island Indian Community? <input type="radio"/> Yes <input type="radio"/> No	
If yes, when? From ____/____ To ____/____ Position: _____	

<b>Prairie Island Indian Community does extend preference in hiring Native Americans.</b> Indian Preference is given in accordance with the "Prairie Island Indian Community Equal Employment Indian Preference Ordinance" Resolution No. 94-8-16-135 (enacted on 8/16/1994).	
Do you request consideration under this preference? <input type="radio"/> Yes <input type="radio"/> No (To claim Indian Preference, you must be able to provide verifiable documentation.)	
Tribal Affiliation: _____	Tribal ID No.: _____

## Education Information

Did you graduate High School <input type="radio"/> Yes <input type="radio"/> No    If no, do you have a GED? <input type="radio"/> Yes <input type="radio"/> No	
List additional education: _____	

## Employment Information

Have you held a job in the last 5 years? <input type="radio"/> Yes <input type="radio"/> No	
If yes, list your employment information for the last five (5) years starting with the most recent:	
Employer: Start Date: ____/____/____	Job Title: End Date: ____/____/____
Employer: Start Date: ____/____/____	Job Title: End Date: ____/____/____

## Limitations

Do you have any limitations that may prevent you from performing the duties for which you are being considered? <input type="radio"/> Yes <input type="radio"/> No
If yes, provide details: _____

<p><b>Read carefully. Initial each line to indicate your understanding.</b></p> <p>I hereby authorize Prairie Island Indian Community to contact, obtain and verify the accuracy of information provided in this application from all previous employers, educational institutions and other entities. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decision and all other persons or organizations or providing such information.</p> <p>_____</p> <p>I understand that any misrepresentation or material omission made by me on this application or at any time during the hiring process will be sufficient cause for cancellation of this application or immediate termination of employment, if am employed, whenever it may be discovered.</p> <p>_____</p> <p>If I am employed, I acknowledge that there is no specified length of employment, and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the employment relationship 'at will', with or without cause, at any time, as long as there is no violation of applicable Federal law.</p> <p>_____</p> <p>I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.</p> <p>_____</p> <p>_____ Signature of Applicant</p> <p>_____/_____/_____ Date</p>
--



## WAIVER TO RELEASE EMPLOYMENT INFORMATION

In order to provide Prairie Island Indian Community with information and opinion that may be useful in its hiring decisions, I authorize any person, school, current or former employer, organization, government entity or other entity to provide any information including without limitation, concerning my performance, reputation, character and history. I acknowledge that the information divulged may be negative or positive with respect to me. Nevertheless, pursuant to this Release, I unconditionally release such person, school, employer, organization governmental entity or other entity from any and all legal liability for furnishing such information and in making such statements. A photocopy of this signed Release shall have the same force and effect as the original Release signed by me, and shall be valid for 12 months from the date below.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**XXX-XX-**  
\_\_\_\_\_  
Last 4 Digits of Social Security Number



## Prairie Island Indian Community

5636 Sturgeon Lake Road  
Welch, Minnesota 55089

Subject to Indian preference, 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.

Failure to submit proof of eligibility to be employed in the United States within the required time may result in immediate termination of employment.

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 whenever false information may be discovered.

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 Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Print) \_\_\_\_\_