

Date Received:

Name:

Position Applied for:
S O SP N



APPLICATION FOR EMPLOYMENT

Squaxin Island Tribe

10 SE Squaxin Lane

Shelton, Washington 98584

Telephone (360) 426-9781

Please attach cover letter & resume.

(Please print or type clearly)

Name _____			Date _____		
Last	First	Middle			
Mailing Address _____			City _____		
Street or P.O. Box			State	ZIP	
Best way to contact me – please circle and provide info: email me: _____					
Call me: cellphone _____; Home phone _____					

Are you legally eligible for employment in the USA? No Yes
(If yes, verification will be required)

Position Applied For: _____

Have you ever been employed by the Squaxin Tribe before? No Yes
(If yes, give titles and dates.)

Title: _____ from _____ to _____
mo./yr. mo./yr.

Title: _____ from _____ to _____
mo./yr. mo./yr.

If yes, have you ever been terminated for cause? No Yes Year: _____

Do you have a valid driver's license in this state? No Yes

Drivers License # _____

If you're under 18 years of age, can you provide required proof of eligibility to work? No Yes

Are you working now? No Yes

If your application is considered favorably, on what date will you be available for work? _____

Can you perform the essential functions of the job(s) for which you are applying? No Yes

List any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying. (Do not list any information the Federal and/or State law precludes Obtaining in the pre-employment stage.) _____

Have you pled guilty or been convicted of a felony? No Yes

(Please note that a "Yes" answer will not bar you from consideration for employment.)

If YES, please explain: _____

RECORD OF EDUCATION

Name and address of School		Course of Study	Check last year Completed				Did you Graduate?	List Diploma or Degree
High			1	2	3	4		
College			1	2	3	4		
Other (Specify)			1	2	3	4		

Describe any specialized training, apprenticeship, skills and extra-curricular activities: _____

Describe any honors you have received: _____

State any additional information you feel may be helpful to us in considering your application, and/or attach related documents on your resume. _____

EMPLOYMENT HISTORY

(begin with your most recent employer)

1. Name of Company: _____ **Phone:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position Title: _____

Name of Supervisor: _____ **Date Started:** _____ **Starting Salary:** _____

Reason for leaving: _____ **Date Ended:** _____ **Ending Salary:** _____

Job Duties: _____

2. Name of Company: _____ **Phone:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position Title: _____

Name of Supervisor: _____ **Date Started:** _____ **Starting Salary:** _____

Reason for leaving: _____ **Date Ended:** _____ **Ending Salary:** _____

Job Duties: _____

EMPLOYMENT CONTINUED...

3. Name of Company: _____ Phone: _____

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

Position Title: _____

Name of Supervisor: _____ Date Started: _____ Starting Salary: _____

Reason for leaving: _____ Date Ended: _____ Ending Salary: _____

Job Duties: _____

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name & Occupation	Mailing Address	Phone #

In the event of an emergency, notify: 1. _____ Phone: _____

2. _____ Phone: _____

INDIAN PREFERENCE POLICY

In accordance with 42 USC sec. 2000e2(i) whenever reasonable the Squaxin Tribe will hire in the following order of priority:

1. Squaxin Tribal members,
2. Other Indians enrolled in **federally recognized** tribe, and
3. Non-Indian applicants.

If you wish to claim Indian Preference, check one:

I am an Enrolled Squaxin tribal Member. My Roll Number is _____

I am Enrolled with _____ Tribe,

MY ENROLLMENT NUMBER in this Tribe is # _____

YOU MUST SIGN THIS APPLICATION
READ CAREFULLY BEFORE YOU SIGN.

I hereby give my permission to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them without giving me prior notice of such disclosure. In addition, I hereby release the Squaxin Tribe, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demand or liabilities arising out of or in any way related to such investigation or disclosure.

I certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that any false statement on this application or any attachments may result in my not being hired, or in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I consent to the release of information concerning my personal history that I have listed on this application. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I release any person, firm, or institution from all liability for any damage for issuing such information

Signature of Applicant _____

We are an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

THE FOLLOWING IS FOR PERSONNEL USE ONLY

1. Position Applied For Is Open: Yes No
2. Applicant Qualify for Indian preference? Tribe _____ Enrollment Number _____
3. Federally recognized tribe? _____ **Verified by** _____
4. **Applicant Eligible For Hire In This Position:** Yes No
5. If No, Letter Of Explanation Sent: _____
(Date)
6. Interview set for: _____ at _____ called to schedule
7. Interview Board: _____
8. Reference Checks Sent: Yes No
 - a) Name: _____ Date: _____
Address: _____
 - b) Name: _____ Date: _____
Address: _____
 - c) Name: _____ Date: _____
Address: _____

Interview score: _____

Voluntary Affirmative Action Information

(Completion of the information below is voluntary)

Squaxin Island Tribe is committed to an affirmative action program. Please be advised that this survey is not part of your official application for employment. It is confidential information and will not be used in the hiring process.

Date: _____ Position applied for: _____

Please check all that apply:

- Male
- Female
- Older Worker (40+)
- Disability - Please describe: _____
- Disabled Veteran (30%+)
- Native American/Alaska Native - Tribal Affiliation: _____ Enrollment #: _____
- Asian/Pacific Island
- Caucasian
- African American
- Hispanic