

Application For Employment



White Earth Tribal Council

P.O. Box 448

White Earth, MN 56591

Phone: 218-983-4646

Job Line at ext. 1000

Employment information at ext. 5852

Fax #: 218-983-4343

This application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application.

The White Earth Tribal Council exercises Native Preference in hiring. After this preference is applied, applications are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, handicap or disability.

The White Earth Tribal Council is proud to be a Drug Free Workplace. Tests for alcohol and illegal drug use may be required prior to and during employment.

Position Sought: _____ Full Time Part Time Temp

How did you hear about us? Advertisement in _____ Employment Agency
 Employee/Friend/Relative referred me Posted Job Vacancy at _____ Other

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

Personal Information

Name: _____ Todays Date: _____

Address: _____
Street City State Zip

E-Mail Address: _____

Phone: (____) _____ Social Security Number: _____

Drivers License Number: _____ State of Issue: _____

Are you legally eligible for employment in the United States? Yes No *If offered employment, you will be required to provide documentation to verify employment eligibility*
Are you over 18 years old? Yes No

Have you filed an application here within the last 90 days? Yes No

Have you been employed here before? Yes No

May we contact your present employer? Yes No Not applicable

Are you a veteran of the U.S. Military? Yes No If yes, which branch? _____

Have you ever been convicted of any crime or violation other than a minor traffic infraction? Yes No
(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)

If Yes, explain: _____

The White Earth Tribal Council extends preference in hiring to Native Americans with proper tribal documentation. In order to qualify, the following information must be completed:

Do you request consideration under this preference? Yes No

Enrolled Member: Yes No

Tribal Affiliation: _____ Enrollment Number: _____

White Earth Descendent (one generation) Yes No

First & Last name of enrolled parent or grandparent: _____

Educational Information *Please indicate education or training which you believe qualifies you for the position you are seeking.*

High School

Received: Diploma G.E.D. Year Graduated: _____ School Name: _____

College and/or Vocational School

Degree/Certificate: Associates Bachelors Masters Doctorate

Major: _____ Year Graduated: _____

School: _____ City/State: _____

Other Training and/or Degrees relevant to this position:

Degree or Certification earned: _____ Course: _____

Employment Information *List your last employer first, include military service and volunteer activities .Attach additional sheets if necessary.*

If employment was under a different name, indicate name: _____

1 Employer: _____ City/State: _____

Phone: (____) _____ Position: _____ Dates: From _____ to _____
Mo/Yr Mo/Yr

Supervisor: _____ Department: _____

Duties: _____

_____ Reason for Leaving: _____

2 Employer: _____ City/State: _____

Phone: (____) _____ Position: _____ Dates: From _____ to _____
Mo/Yr Mo/Yr

Supervisor: _____ Department: _____

Duties: _____

_____ Reason for Leaving: _____

3 Employer: _____ City/State: _____

Phone: (____) _____ Position: _____ Dates: From _____ to _____
Mo/Yr Mo/Yr

Supervisor: _____ Department: _____

Duties: _____

Reason for Leaving: _____

Knowledge, Skills and Abilities: *Indicate any additional knowledge, skills or abilities that you have that may help you in this position.*

Reference Information *Please give three individuals who you know professionally and/or personally, and who are not related to you.*

Name: _____ Phone: (_____) _____

Professional Personal Reference Relationship: _____

Name: _____ Phone: (_____) _____

Professional Personal Reference Relationship: _____

Name: _____ Phone: (_____) _____

Professional Personal Reference Relationship: _____

Acknowledgment and Signature

The White Earth Tribal Council endorses the concept of "employment at will", which means, "I will be an employee at will; that is, my employment will be for no definite period of time, but will be subject to termination by myself or the company at any time for any reason." I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice.

In connection with my application for employment, I understand that consumer reports or investigative reports which may contain public record information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employment verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. I authorize without reservation any party or agency contacted by this employer to furnish the above mentioned information.

I certify that the answers given to the questions on this application are complete and true to the best of my knowledge, and that any material representation, falsification, or omission shall be grounds for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant

Date