

APPLICATION FOR EMPLOYMENT



WHITE EARTH RESERVATION BUSINESS COMMITTEE

HUMAN RESOURCES

Address: P.O. Box 418, White Earth, Mn 56591

Phone: 218-983-4646

Fax Number: 833-786-0724

Email Applications, Drivers License and Education to:

human.resources@whiteearth-nsn.gov

**This application for employment is active for 90 days ONLY.
Consideration for employment after 90 days requires a new application and Photo ID.**



**White Earth Compliance Division
Compliance Adjudication Department
P.O. Box 395
Mahnomen, MN 56557
Phone: (218)935-2148
Fax: 218-935-5087**

A Colored Copy of your Drivers' License (front and back) MUST be provided for all Required Positions.

**** PLEASE PRINT CLEARLY****

The following named individual has an application with this agency for a Criminal Background Check.

First Name of Applicant (please print): _____

Middle (full) (please print): _____

Last Name of Applicant (please print): _____

Maiden, Alias or Former (please print): _____

Social Security Number: _____ - _____ - _____

Date of Birth: _____ / _____ / _____ **Sex (please circle):** **MALE** **FEMALE**

Home Address: _____ **City:** _____ **Zip:** _____

Driver's License #: _____ **State Issued:** _____ **Exp. Date:** _____

I authorize the White Earth Compliance Adjudication Department to perform a background check as required by Federal/State or Tribal Ordinance for the purpose of employment.

By submitting this form, I hereby authorize the White Earth Compliance Adjudication Department to investigate my past records at any time and to ascertain any and all information which may concern my past record and character. I agree that any information obtained by the White Earth Compliance Adjudication Department from any source will be held confidential from all persons and even against any demand made by me, except as required by law. My signature below constitutes my authorization for the release of any and all such information.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

OFFICE USE ONLY:

DEPARTMENT: _____ **BILL TO:** _____

POSITION: _____ **ACTION:** _____

REPORTS REQUESTED: **STATE** **MVR** **Please list the STATE(S) you are requesting to be ran:** _____

DATE REQUESTED: _____ **AUTHORIZING SIGNATURE:** _____

DATE SCANNED TO COMPLIANCE: _____ **(PLEASE CIRCLE)** **SAFETY SENSITIVE** **NON SAFETY**

The White Earth Reservation Business Committee 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(s) 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: _____ Today's Date: _____

Mailing Address: _____
City State Zip

E-Mail Address: _____ Phone: (____) _____

Do you have a valid Driver's License? ☐ Yes ☐ No **(Please provide a colored copy, email is accepted)**

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? _____

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: _____

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.*

Required Reference Information *Please give three individuals who you know professionally and/or personally, and who are not related to you. FAILURE TO PROVIDE REFERENCE WITH A FULL ADDRESS WITH PHONE NUMBER WILL RESULT IN AN INCOMPLETE APPLICATION.*

Name: _____

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

Phone: (____) _____

☐ Professional ☐ Personal Reference Relationship: _____

Name: _____

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

Phone: (____) _____

☐ Professional ☐ Personal Reference Relationship: _____

Name: _____

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

Phone: (____) _____

☐ Professional ☐ Personal Reference Relationship: _____

Acknowledgment and Signature

The White Earth Reservation Business Committee 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

Application Requirements Checklist (Pre-Submission): Failure to provide these documents will result in an INCOMPLETE application and will not be processed until documents are received before job closing date.

- Valid Colored Copy of Drivers License (Front and Back)
- Valid Colored Copy of Tribal ID Card
- Education and Training Documentation