



**APPLICATION
FOR
EMPLOYMENT**

RETURN TO:

Human Resources
Kaw Nation
P.O. Box 50
Kaw City, OK
74641

Please complete in full.
Please type or print
in blue or black ink.

KAW NATION

NAME: _____			SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE	E-MAIL	

ADDRESS: _____

NUMBER AND STREET	CITY	STATE	ZIP
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TELEPHONE NUMBER WITH AREA CODE	ARE YOU LEGALLY ENTITLED TO WORK IN THE UNITED STATES?
HOME: _____ CELL: _____	___ Yes ___ No

ARE YOU KNOWN TO FORMER EMPLOYERS/REFERENCES BY ANOTHER NAME? ___ Yes ___ No

IF YES, WHAT NAME?

DO YOU HAVE A VALID DRIVER LICENSE? ___ Yes ___ No

IF YES, PLEASE PROVIDE:

License Number: _____ State: _____ Type: _____

HAS YOUR LICENSE BEEN SUSPENDED WITHIN THE PAST 3 YEARS? ___ Yes ___ No

HAVE YOU EVER BEEN EMPLOYED BY KAW NATION? ___ Yes ___ No

IF YES, PROVIDE DATES OF EMPLOYMENT AND POSITION HELD.

DO YOU HAVE RELATIVES CURRENTLY EMPLOYED BY KAW NATION? ___ Yes ___ No

IF YES, PROVIDE RELATIONSHIP AND POSITION

ARE YOU AN ENROLLED MEMBER OF A FEDERALLY RECOGNIZED INDIAN TRIBE? ___ Yes ___ No

DO YOU HAVE A CDIB CARD (CERTIFICATE OF DEGREE OF INDIAN BLOOD)? ___ Yes ___ No

IF YES, PROVIDE A COPY OF YOUR CERTIFICATE WITH THIS APPLICATION.

EMPLOYMENT DESIRED:

APPLYING FOR: _____ FULL TIME: _____

APPLYING FOR: _____ PART TIME: _____

How did you become aware of this position opening: _____ TEMPORARY: _____

___ Kaw Nation Web site ___ Newspaper (name) _____ Word of Mouth ___ Workforce Development

EDUCATION

DO YOU POSSESS A HIGH SCHOOL DIPLOMA () GED ()
 CAN YOU PROVIDE A COPY OF YOUR DIPLOMA OR GED? NO () YES ()
 HOW IS YOUR NAME LISTED ON DIPLOMA _____
 SCHOOL NAME/LOCATION _____
 CITY/STATE _____

UNIVERSITY/COLLEGE	LOCATION	YRS. COMPLETED	DEGREE RECEIVED	YEAR

SECTION V. MILITARY SERVICE

Have you ever served in the US Military/National Guard? NO () YES ()
 If you are a veteran, did you receive any training which would be helpful in the job for which you are applying?
 () Yes () No. If Yes, describe: _____

EMPLOYMENT HISTORY

Begin with your most recent employment and work backward. Include all jobs/positions held during the past ten years or periods of unemployment over 90 days. You may include jobs held more than ten years ago if relevant to position you are seeking. (Please fill out, do not state "see resume").

FROM _____ TO _____ EMPLOYER _____ ADDRESS _____
 POSITION _____ () FULL TIME () PART TIME DUTIES _____
 PAY WHEN HIRED: \$ _____ PER _____ PAY LAST DATE OF EMPLOYMENT: \$ _____ PER _____ MAY WE CONTACT: () NO () YES
 SUPERVISOR _____ PHONE _____ REASON FOR LEAVING _____

FROM _____ TO _____ EMPLOYER _____ ADDRESS _____
 POSITION _____ () FULL TIME () PART TIME DUTIES _____
 PAY WHEN HIRED: \$ _____ PER _____ PAY LAST DATE OF EMPLOYMENT: \$ _____ PER _____ MAY WE CONTACT: () NO () YES
 SUPERVISOR _____ PHONE _____ REASON FOR LEAVING _____

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FROM _____ TO _____ EMPLOYER _____ ADDRESS _____
 POSITION _____ () FULL TIME () PART TIME DUTIES _____
 PAY WHEN HIRED: \$ _____ PER _____ PAY LAST DATE OF EMPLOYMENT: \$ _____ PER _____ MAY WE CONTACT: NO () YES ()
 SUPERVISOR _____ PHONE _____ REASON FOR LEAVING _____

REFERENCES

Provide three references capable of commenting on your ability to perform the work for which you have applied. Applicants should include references from their previous places of employment. Telephone numbers and addresses for reference contacts must be provided.

NAME OF REFERENCE	TITLE	COMPANY	TELEPHONE	PRESENT ADDRESS

(Note: Employment shall be contingent upon verification of most recent employment.)

Kaw Nation adopts the provisions of the Indian Self Determination & Education Assistance Act PL 93-638 as amended. In selection for employment, preference will be given to enrolled members of federally recognized Nations, providing other qualifying factors prove the enrolled member equal in merit to other applicants.

I certify answers given on this application are true and complete to the best of my knowledge. In the event of employment, I understand false or misleading information given in my application or interview(s) may result in termination of employment regardless of length of employment, or cancellation of the job offer without notice. I understand I am required to abide by all rules, regulations, and laws of Kaw Nation.

I understand if I am employed by Kaw Nation in a position where I will be driving a Kaw Nation vehicle on a regular basis; any offer of employment I receive will be contingent on Kaw Nation verifying I have an acceptable driving record and a valid Driver's License. I authorize the Kaw Nation or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) Kaw Nation. In the event my MVR indicates I am a High Risk Driver as defined in the glossary of the Fleet Safety Program, I understand I may be subject to dismissal.

The applicant does hereby authorize the Kaw Nation to seek employment verification, information, or records from all former and current employers listed on this application. I hereby give my permission to Kaw Nation to investigate all statements given in this application or during interview(s), and I release from liability any person, company, agency, or corporation collecting or supplying such information to Kaw Nation and its employees.

I further understand offers of employment are contingent upon passing a criminal background check, and in some designated positions accreditation through the Bureau of Indian Affairs (BIA). I further understand I will be required to pass a post offer of employment drug screen and/or medical review.

I understand acceptance of an offer of employment does not create a contractual obligation upon Kaw Nation to continue to employ me in the future. I acknowledge the Kaw Nation is an "at-will" employer.

I have read and understand the above statements:

SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE ONLY:

Date Received in Human Resources: _____

Received by: _____

For Position: _____

Interview Scheduled: ____ Yes ____ No

Date of Interview: _____

Equal Employment Opportunity Data

It is the policy of Kaw Nation to provide equal employment opportunity in the conduct of all our business activities without regard to an individual's age, color, disability, marital status, sexual preference, national origin, race, religion, Genetic information (GINA) or sex, in every phase of our employment program. This information will be kept confidential: it will be separated from your application immediately and kept separate from all other personnel records, only accessed by Human Resources. Providing the information requested below is voluntary and will in no way affect your application or chances for employment. If you do not provide the information requested below, it will not subject you to adverse treatment.

Name: _____ Date: _____

Date of Birth: _____ Position applied for: _____

Statistical Information:

Gender:

- Male Female
 Single Married Divorced

Ethnic Origin:

- Caucasian (non-Hispanic):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa
- Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Native Hawaiian or other Pacific (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or more Races (Not Hispanic Or Latino):** All persons who identify with more than one of the above races.

Thank you for your responses