

Application for Employment

www.cherokeejoblist.org



Please check the Organization for which you are applying

- Cherokee Nation** PO Box 948 Tahlequah, OK 74465 (918) 453-5050 Fax (918) 458-6100
- Cherokee Nation Businesses, LLC** PO Box 399 Catoosa, OK 74015 (800) 760-6700 Fax (918) 266-4721
- Cherokee Nation Enterprises, LLC** PO Box 399 Catoosa, OK 74015 (800) 760-6700 Fax (918) 266-4721
 - Roland/Sallisaw** **Catoosa** **West Siloam Springs** **Ft. Gibson/Tahlequah** **Claremore**
- Cherokee Nation Industries** PO Box 868 Stilwell, OK 74960 (800) 259-6505 Fax (918) 696-3160
- Housing Authority of the Cherokee Nation** PO Box 1007 Tahlequah, OK (918) 456-5482 Fax (918) 453-2932

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

1. Position for which you are applying: _____
2. Referral Source: Tribal Services Other _____ Advertisement (_____)
3. **Name:** _____
 (first) (middle) (last) (maiden)
4. **Address:** _____

5. **Social Security Number:** _____
6. **Home Phone number and a number in which you may be reached during working hours:** _____
 E-mail Address: _____
7. Check all types of work you would accept: Regular Full-Time Temporary Part-Time
 Night Work Shift Work Weekend Work Day Work
8. When would you be able to start work? _____
9. Do you have a valid driver's license? Yes No If yes, number is _____ State _____
10. Type of license: Operator Commercial Operator Chauffeur (Please include current MVR with Application)
11. Does license have restrictions? Yes No If yes, please explain _____

12. Do you have a High School Diploma or Equivalent? _____ If yes, include verification if required.
13. What is the highest education level you have completed? _____
 (Elem. 1-8; H.S. 9-12; Bachelor's 16; Master's 18; Ph. D. 20)
14. If you have attended a college, university, vocational-technical or trades school, complete the following. **Please provide an official transcript** or a copy with seal, which shows academic or vocational training beyond the high school level.

Institution Name & Location	Dates Attended From (Mo/Yr) To (Mo/Yr)	Area of Study	Total # of Hours Completed	Degree/ Certificate Received	Date Rec'd

15. **SPECIAL QUALIFICATIONS AND SKILLS:** List qualifications and skills you possess which are required for the job as stated in the "Job Opportunity Announcement," such as shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or professional registration or licensing. Indicate any training or honors you have had which are directly related to the job you are applying.

16. **EXPERIENCE:** Please list your work record starting with your most recent job, include military service, and do not reference a

resume. Use additional paper if necessary. Experience more than 7 years ago may be omitted if it does not apply to the job for which you are applying. You may include and receive credit for volunteer or other unpaid work experience that is related to the job for which you are applying.

May we contact your present employer as to your qualifications and record of employment? YES NO

Employer's Name, Address, and Telephone #			
Dates Employed From (Mo/Yr): To (Mo/Yr):		Supervisor's (Name and Title)	Your Job Title
Reason For Leaving:		Salary: Beginning	Ending or Present
Description of Duties:			
Employer's Name, Address, and Telephone #			
Dates Employed From (Mo/Yr): To (Mo/Yr):		Supervisor's (Name and Title)	Your Job Title
Reason For Leaving:		Salary: Beginning	Ending or Present
Description of Duties:			

		Y E S	N O
17.	Are you a member of or eligible for membership in a federally recognized Indian Tribe? (Tribal policy provides that Indians be given preference in initial hire for all positions.)		
18.	Can you furnish a "Certificate of Degree of Indian Blood" (CDIB) card, BIA Indian Preference Form 5-4432, or membership card from a federally recognized Indian Tribe? Verification of Indian heritage must be included with application.		
19.	Are you legally authorized to work in the U. S.? Verification of identity & Employment Eligibility must be submitted at time of hire.		

IF YOU ANSWER ANY OF THE FOLLOWING QUESTIONS "YES," EXPLAIN IN ITEM NO. 26

20.	Have you been fired or asked to resign from a job within the past 7 years?		
21.	Have you been convicted of a felony in a civilian or military court whether expunged, annulled or sealed? Your case will be considered in relationship to the requirements of the particular job. If yes, provide details include dates, court, and crime.		
22.	Have you ever served in the Armed Forces? If yes, give dates, branch, and type of discharge received from military service.		
23.	Are you now working for, or have you ever previously worked for, the Cherokee Nation or its entities? If yes, when and where?		
24.	Do you or your spouse have any relatives presently working for, or holding office in the Cherokee Nation or one of its entities? (Tribal policy prohibits or limits the hiring of relatives of tribal employees or officials in certain circumstances.) If yes, give name(s) of relative(s).		
25.	If employed and under 18, can you furnish a work permit?		
26.	Remarks or Additional Information (Questions 20 through 25):		

ACKNOWLEDGEMENT

I hereby declare the above information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given; I therefore authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. This could include safety, law enforcement records and reference checks.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the organization applying to. I understand that acceptance of this application does not constitute an employment contract.

Cherokee Nation and its entities maintain a drug free workplace. All applicants and employees are subject to drug and alcohol testing (test), which may include pre-employment, for cause, post-accident and random testing. Your signature on this application signifies that you give your consent to be tested and your consent to the release of the test results to the Cherokee Nation or its entities for drugs or alcohol according to applicable policy. A positive test result or failure to submit to a test may lead to immediate employment termination.

The applicant further acknowledges and agrees that if he/she has previously been employed by the Cherokee Nation and/or its entities, the Cherokee Nation and/or its entities may release any and all personnel records of the applicant to the Cherokee Nation and/or its entities to which the Applicant submits an application. By submitting this application, the Applicant for herself/himself, her/his spouse, legal representatives, heirs, and assigns, hereby releases, waives, holds harmless, and discharges the Cherokee Nation and its entities, their officers and agents, and each of them, from all liability to the Applicant, her/his spouse, legal representative, heirs and assigns, for any and all loss or damage, and any claim or damages resulting from the release of any and all of the Applicant's personnel records to the Cherokee Nation and/or its entities.

I have read the above and understand it.

Signature of Applicant

Date