



## NEZ PERCE TRIBAL EMPLOYMENT APPLICATION

The following definition of the complete employment application has been approved by Administrative Action - \_\_\_\_\_ of the Nez Perce Tribe to include:

- 1) **A Nez Perce Tribe Employment Application form**
  - Grade 15 and under require a completed tribal application only.
  - Grade 16 and above will require a completed tribal application  
And resume.

This is required for all applications for jobs advertised for the Nez Perce Tribe  
Incomplete application packets will not be considered for any further review or action.

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

HR- \_\_\_\_\_

# NEZ PERCE TRIBAL EMPLOYMENT APPLICATION

## SECTION I - EMPLOYMENT

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Position applying for \_\_\_\_\_

Are you a member of a federally recognized Tribe?  Yes  No

Are you a **Nez Perce Tribal** member?  Yes  No

Submit proof of (i.e., Tribal ID, CIB) \_\_\_\_\_ Enrollment # \_\_\_\_\_

May we inquire of your present or most recent employer?  Yes  No

Are you a Veteran?  Yes  No If yes, what was your branch of military service? \_\_\_\_\_

Date of service \_\_\_\_\_ Rank \_\_\_\_\_

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## SECTION II- PERSONAL INFORMATION

Name \_\_\_\_\_

Last

First

Middle

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Do you have a valid driver's license (required for driving Tribal vehicles)?  Yes  No

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Social Security Number \_\_\_\_\_ Other Identification \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**\*IF YOUR DRIVER'S LICENSE IS ISSUED BY A STATE OTHER THEN IDAHO, YOU MUST SUBMIT A MOTOR VEHICLE REPORT FROM THAT STATE WITH YOUR APPLICATION.**

Are you legally eligible for employment in the United States?  Yes  No  
(Proof of U.S. citizenship or immigration status will be required if employed)

Have you ever been convicted of a felony?  Yes  No If yes please explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### IN CASE OF ACCIDENT OR EMERGENCY PLEASE NOTIFY

1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

**The Information you provide will be used  
To determine your qualifications for Employment**

**SECTION III – EMPLOYMENT HISTORY**

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List your last four employers. Begin with your most recent or present position.

1. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Starting Salary/Wage \_\_\_\_\_ Final Salary/Wage \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_  
Describe work performed and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Starting Salary/Wage \_\_\_\_\_ Final Salary/Wage \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_  
Describe work performed and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_  
Starting date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
Starting Salary/Wage \_\_\_\_\_ Final Salary/Wage \_\_\_\_\_  
Supervisor's Name/Title \_\_\_\_\_  
Describe work performed and skills involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4. Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Starting date \_\_\_\_\_ Leaving Date \_\_\_\_\_  
 Starting Salary/Wage \_\_\_\_\_ Final Salary/Wage \_\_\_\_\_  
 Supervisor's Name/Title \_\_\_\_\_  
 Describe work performed and skills involved \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

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**SECTION IV – EDUCATION**

	Name & Address:	Number of Years Completed Dates:	Major Field/indicate degree completed
High School			
College(s)			
Trade or Correspondence			

Degree(s) obtained: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Summarize any job related skills, licenses, or certifications you may have: \_\_\_\_\_

Volunteer work: (Please note any volunteer work or offices held that may complement your paid work experience or relate to the position for which you have applied).

List any professional activities and associations (optional): \_\_\_\_\_

**SECTION V – REFERENCES**

List below the names of three people who can serve as a reference for you. They should be people with whom you have worked. Do not list personal references.

	NAME	ADDRESS/PHONE	BUSINESS	RELATIONSHIP
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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Any applicant requiring assistance in any step of the employment process, such as applications, testing, and/or interviewing should inform the Human Resources office.

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I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

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**DRUG & ALCOHOL POLICY STATEMENT**

The Nez Perce Tribe has adopted a Drug and Alcohol Policy that restricts the consumption of alcohol and controlled drugs on the organization’s property. Any individual who is conducting business for the Nez Perce Tribe is covered by our policy.

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**SEXUAL HARASSMENT POLICY STATEMENT**

The Nez Perce Tribe considers sexual harassment to be unlawful sex discrimination. It will not be tolerated in any form and violation of the sexual harassment policy will be grounds for corrective action.

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**AGREEMENT**

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO MAKE SUCH INVESTIGATIONS AND INQUIRES OF MY PERSONAL EMPLOYMENT, FINANCIAL OR MEDICAL HISTORY AND OTHER RELATED MATTERS AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ALL LIABILITY IN RESPONDING TO INQUIRES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT I COULD BE DENIED EMPLOYMENT OR HAVE MY EMPLOYMENT TERMINATED IF I PROVIDE FALSE OR MISLEADING INFORMATION.

I AGREE TO ABIDE BY ALL RULES, REGULATIONS AND PERSONNEL POLICIES AND PROCEDURES OF THE NEZ PERCE TRIBE.

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DATE

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SIGNATURE OF APPLICANT