



## Red Lake Nation College Application for Employment

*Qualified applicants are considered for employment without regard to race, color, marital status, national origin, sexual orientation, age, physical or mental disability, or religious affiliation.*

Referral Source: Advertisement \_\_\_ Word of Mouth \_\_\_ Walk-in \_\_\_ Other \_\_\_

APPLICANT INFORMATION	
Name (Last)	(First) (Middle)
Address (Street, P.O. Box)	(City) (State) (Zip Code)
Phone (Home)	(Cell/Other)
What is the best time to call you?	Have you ever been employed here? Yes ___ No ___ If yes, when? _____
Veteran Yes ___ Branch _____	No ___

WORK DESIRED
Position(s) applied for:

<b>Date Available for Work</b>	<b>Desired Rate of Pay</b>	<b>Type of Employment Desired</b>
	\$ _____	Full-Time ___ Part-Time ___ Temporary ___ Seasonal ___
<b>Are you able to meet the attendance requirements of the position? Will you work overtime if required?</b> Yes ___ No ___ <i>If the answer is No, please explain:</i>		
<b>Have you pled "Guilty" or "No Contest" to, or been convicted of a felony?</b> Yes ___ No ___ <i>If the answer is Yes, please provide offense and date of offense.</i>		
<b>Are you legally eligible for employment in the United States of America?</b> Yes ___ No ___		

<b>EDUCATIONAL BACKGROUND</b>			
<b>Schools and Colleges</b>	<b># of Years Completed</b>	<b>Type of Degree, Diploma, or Certificate</b>	<b>Major/Subject Area Studied</b>
<b>High School</b>			
<b>College/University</b>			
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<b>College/University</b>			
<b>Vocational/Technical</b>			

## SPECIAL TRAINING

Please list special training/licenses/certificates

## VOLUNTARY DEMOGRAPHIC INFORMATION

*Providing this information is voluntary. No personnel selections are made based on this information.*

*\*Red Lake Nation College will make every effort to recruit and hire the most qualified individuals available for all positions. The College reserves the right to invoke American Indian Preference for all positions to be filled, in accordance with the Indian Preference Civil Rights Act of 1964.*

Are you a U.S. Citizen?

Yes \_\_\_ No \_\_\_

Gender

Male \_\_\_ Female \_\_\_ Other \_\_\_

Ethnic Background: \_\_\_\_\_

## EMPLOYMENT HISTORY

*Please provide the following information pertaining to your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary).*

Employer	Phone #	Dates Employed From To	Summarize the type of work performed and job duties
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Address

Starting Job Title/Final Job Title

Hourly Pay Rate (Beginning and Ending)

Immediate Supervisor and Title

Reason for Leaving

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**Reasonable Accommodation:** Do you require reasonable accommodation to perform the essentials of the job for which you are applying?

Yes \_\_\_ No \_\_\_ If yes, please describe: \_\_\_\_\_

**Applicant Statement**

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented, will be cause to (a) cancel further consideration of this application, or (b) immediately discharge me from the employer’s service.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities,

and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand I will be required to undergo a criminal background check, and if I receive a job offer, a pre-employment drug test.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute a contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I understand that if I am employed, my position duties and responsibilities, working conditions, and hours of work are subject to change at the discretion of management.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms as stated above.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_