



native american services corp

APPLICATION FOR EMPLOYMENT

DATE: _____

POSITION APPLIED FOR _____ Desired Salary/Wage _____

NAME: (First) _____ (Middle Initial) _____ (Last) _____

Other name(s) used: _____

PRESENT ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip Code) _____

How long have you lived here? _____

TELEPHONE NUMBER: _____ MESSAGE TELEPHONE NUMBER: _____

PERMANENT ADDRESS: (if different from above) (Street) _____

(City) _____ (State) _____ (Zip Code) _____

Can you provide verification of your legal right to work in the United States if selected for a position? Yes ____ No ____

WERE YOU PREVIOUSLY EMPLOYED BY Native American Services Corp? Yes ____ No ____
(Please provide dates of employment and name under which you worked)

(Name) _____ (From) ____/____/____ to ____/____/____

WHEN ARE YOU AVAILABLE TO START WORK? _____

How were you referred to Native American Services Corp?

____ Answered advertisement ____ Friend or Relative ____ Employment agency

____ Other (Specify) _____

LIST NAME OF FRIEND/S OR RELATIVE/S WHO WORK AT Native American Services Corp. _____

Are you available to travel? Yes ____ No ____

Are you willing to relocate? Yes ____ No ____

Will you work overtime if required? Yes ____ No ____

If the job requires you to operate a vehicle, do you have a valid driver's license or can you obtain one? Yes ____ No ____

(State) _____ (Type/Class) _____ (Driver's License No.) _____

AN EQUAL OPPORTUNITY EMPLOYER

Federal and/or state law prohibits discrimination because of race, color, religion, national origin, age, sex, disability, marital status, medical condition, sexual orientation, veteran status or citizenship status, unless the government imposes such a requirement as a condition of employment.



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APPLICATION FOR EMPLOYMENT (Cont.)

SKILLS:

Machines/equipment operated: _____

Type? Yes ___ No ___ W.P.M. ___ Computers? Yes ___ No ___ Software Programs? _____

Other training: (Include environmental or other job related training) _____

EDUCATION:

School Attended	Name	Address	Circle Grade or Years Completed	Degree/Major
Last High School				
College or University				
Other (Trade, Military, Etc.)				

EMPLOYMENT HISTORY:

ARE YOU PRESENTLY EMPLOYED? Yes ___ No ___ IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes ___ No ___

List all employment for the past 10 years starting with present or most recent employer. Please account for periods of unemployment during this time frame. This area must be completed; you may also attach a resume.

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____

Company: _____
 Dates: From ___/___/___ to ___/___/___
 Street Address: _____
 City & State: _____
 Phone Number _____
 Supervisor: _____
 Position Held: _____
 Starting Salary \$ _____ Final Salary: \$ _____
 Major Duties: _____
 Reason for Leaving: _____



APPLICATION FOR EMPLOYMENT (Cont.)

PROFESSIONAL LICENSES:

List any professional licenses you have that are related to the job.

Table with 3 columns: Description, Date Certified, State. Includes two rows of blank lines for entry.

HAVE YOU SERVED IN THE ARMED FORCES (U.S.)? Yes ___ No ___

If yes, please provide the Service Branch: _____

Special training received, if job related: _____

ARE YOU OVER 18 YEARS OF AGE? Yes ___ No ___

DO YOU CURRENTLY POSSESS OR HAVE YOU EVER POSSESSED A SECURITY CLEARANCE?

Yes ___ No ___

If yes, please describe: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (A Felony, by itself, will no disqualify you from further consideration. The information you provide will be evaluated to determine your overall qualifications for the job you are seeking.)

Yes ___ No ___

If yes, please explain: _____

If an offer of employment is extended and accepted, a drug screen may be required. In addition, a medical examination may be required prior to the start date depending on the position.

WILL YOU AGREE TO TAKE A DRUG SCREEN AND OR PHYSICAL EXAMINATION IF HIRED? Yes ___ No ___

EMPLOYMENT REFERENCES: (At least on supervisor and peer level reference preferred.)

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

You may use the space below to provide additional information to evaluate your qualifications.

Five horizontal lines for providing additional information.

APPLICATION FOR EMPLOYMENT (Cont.)

PLEASE READ CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this information, or omission of material/information, is grounds for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand that this application does not represent an offer of, or contract for employment. If an employment relationship is entered into and in consideration of such employment, I agree to conform to the rules and regulations of the Company, which the Company has the right to modify at any time, with or without notice. I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I understand that no Company representative other than the President has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

To the maximum extent permitted by law, all actions, proceedings, claims, disputes and other controversies arising out of or related to my employment, including the termination thereof, shall be decided by binding arbitration in the city in which I am based, or in the alternative, in the city in which the dispute arose, in accordance with the rules of the American Arbitration Association.

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF BACKGROUND REPORTS

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than a year, or both.

In connection with my application for EMPLOYMENT (including contract for services), I understand that investigative background inquiries are to be made on me which may include criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences. *If I include a current employer for verification, I may jeopardize my position within that company.*

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from BACKGROUND SOURCE INT'L and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Applicant Signature: _____ **Date:** _____

APPLICANT'S SIGNATURE REQUIRED



Job Applicant Self Identification of Race/Ethnicity and Sex

In keeping with Native American Services Corporation’s commitment to Equal Employment Opportunity and Affirmative Action, we ask for your cooperation in providing the information requested below.

In compliance with government regulations we are required to record numbers of job applicants by sex, and ethnic category. We ask that you indicate your race or ethnicity and sex. **DO NOT WRITE YOUR NAME** on this form. This information will NOT be kept with your application and will be used only in accordance with federal and state regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Refusal to do so will not subject you to differential treatment in any way. Your response will be kept confidential and will only be used for reporting purposes.

Please check the applicable items listed below; or select: Choose Not to Answer _____

- Race:** **White** (Not Hispanic or Latino)
- Black or African American** (Not Hispanic or Latino)
- Hispanic or Latino**
- Asian** (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)
- American Indian or Alaska Native** (Not Hispanic or Latino)
- Two or More Races** (Not Hispanic or Latino)

Sex: Female Male

Job Title(s) Applied For: _____

If you have any questions about the government requirements or this request, please contact our office of Human Resources at 208-783-0361