



# SAUK-SUIATTLE INDIAN TRIBE

## APPLICATION FOR EMPLOYMENT

5318 Chief Brown Lane  
 Darrington, WA 98241  
 Phone: 360-436-0131 Fax: 360-436-1511  
[www.sauk-suiattle.com](http://www.sauk-suiattle.com)

POSITION APPLYING FOR \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

RATE OF PAY EXPECTED \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS \_\_\_\_\_  
Street City State Zip

MAILING ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE NUMBER ( ) \_\_\_\_\_ MESSAGE NUMBER ( ) \_\_\_\_\_

IF NATIVE AMERICAN, TRIBAL AFFILIATION \_\_\_\_\_ TRIBAL ENROLLMENT NO \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER Yes  No  E-MAIL ADDRESS \_\_\_\_\_

CAN YOU, AFTER OFFER OF EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE US? Yes  No

DO YOU HAVE A VALID WA DRIVER'S LICENSE? Yes  No  License No \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY SAUK-SUIATTLE INDIAN TRIBE? Yes  No

If Yes, When \_\_\_\_\_ Where \_\_\_\_\_  
Start Date End Date Department

LIST ANY RELATIVES EMPLOYED BY SSIT \_\_\_\_\_

### EDUCATION (Please Do Not Use "See Resume")

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	GRADUATED	CERTIFICATE/ DIPLOMA	MAJOR/ DEGREE	GRADUATION YEAR
HIGH SCHOOL/G.E.D.		Yes <input type="checkbox"/> No <input type="checkbox"/>			
TRADE/ BUSINESS SCHOOL		Yes <input type="checkbox"/> No <input type="checkbox"/>			
COLLEGE		Yes <input type="checkbox"/> No <input type="checkbox"/>			
GRADUATE SCHOOL		Yes <input type="checkbox"/> No <input type="checkbox"/>			

**GENERAL**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL TRAINING OR SKILLS (To include GED, civilian schools, military academies, etc. - complete with dates. Include typing speed, knowledge of computers and software, etc. - please list.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER**

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? YES  NO   
HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES  NO   
HAVE YOU EVER BEEN CONVICTED OF ANY TYPE OF THEFT OR FRAUD? YES  NO

If "Yes," identify the crime for which you were convicted, the dates of the conviction and the location of the court in which you were convicted. Please provide any details you feel are relevant. Conviction of a crime will not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications. Please consult the Background Check Policy, available upon request from Human Resources, for minimum standards. However, failure to list any convictions may be considered as falsifying your application. A criminal background check will be completed in accordance with the Tribal Background Check Policy, available upon request from Human Resources.

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

**MILITARY SERVICE RECORD**

HAVE YOU EVER SERVED IN THE US ARMED FORCES? YES  NO

Date Entered \_\_\_\_\_ Date Separated \_\_\_\_\_

Branch of Service \_\_\_\_\_ Serial Number \_\_\_\_\_

Selective Service Number \_\_\_\_\_ Selective Service Class \_\_\_\_\_

DID YOU RECEIVE AN HONORABLE DISCHARGE? Yes  No

If No, please explain the circumstances \_\_\_\_\_  
\_\_\_\_\_

**SAUK-SUIATTLE INDIAN TRIBE PROVIDES HIRING PREFERENCE FOR SAUK-SUIATTLE INDIAN TRIBAL MEMBERS, OTHER ENROLLED NATIVE AMERICANS AND VETERANS.**

- ⇒ **COMPLETE ALL INFORMATION; DO NOT USE "SEE RESUME".  
ATTACH ADDITIONAL SHEET IF NEEDED.** ⇐

**EMPLOYMENT HISTORY:** (Start with the post recent job as it relates to the position you are applying for and work back)

ARE YOU EMPLOYED NOW? Yes  No  If Yes, may we contact your employer? Yes  No

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

EMPLOYER \_\_\_\_\_  
Name Street City State Zip

HIRE DATE \_\_\_\_\_ SEPARATION DATE \_\_\_\_\_

Telephone Number \_\_\_\_\_ Number of employees supervised \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

\*\*\*\*\*

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

EMPLOYER \_\_\_\_\_  
Name Street City State Zip

HIRE DATE \_\_\_\_\_ SEPARATION DATE \_\_\_\_\_

Telephone Number \_\_\_\_\_ Number of employees supervised \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

\*\*\*\*\*

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

EMPLOYER \_\_\_\_\_  
Name Street City State Zip

HIRE DATE \_\_\_\_\_ SEPARATION DATE \_\_\_\_\_

Telephone Number \_\_\_\_\_ Number of employees supervised \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

\*\*\*\*\*

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

EMPLOYER \_\_\_\_\_  
Name Street City State Zip

HIRE DATE \_\_\_\_\_ SEPARATION DATE \_\_\_\_\_

Telephone Number \_\_\_\_\_ Number of employees supervised \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Describe Duties Performed \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

**REFERENCES: List three persons not related to you, whom you have known at least three years**

NAME	ADDRESS	PHONE NO.	OCCUPATION	YEARS KNOWN
1.				
2.				
3.				

**ATTACHMENTS REQUIRED**

DOCUMENTS TO BE ATTACHED. NOT ALL DOCUMENTS APPLY TO ALL POSITIONS. PLEASE NOTE THE NECESSARY DOCUMENTS LISTED IN THE POSITION ANNOUNCEMENT

1. CERTIFICATIONS (*Any Educational Degrees, Diplomas, Transcripts, Training Certificates, Etc.*)
2. MILITARY I.D. CARD (*If Applicable*)
3. COPY OF DRIVER'S LICENSE
4. ANY OTHER DOCUMENTATION AS SPECIFICALLY REQUIRED BY JOB RECRUITMENT BULLETIN
5. IF CLAIMING VETERANS PREFERENCE, PLEASE ATTACH FORM DD214

**CERTIFICATION AND AGREEMENT: (Read Carefully before signing)**

I UNDERSTAND AND AGREE THAT:

1. Any misrepresentation or omission of facts in my application or any attachments to my application may result in refusal of employment or if employed, termination from employment.
2. I understand that the Sauk-Suiattle Indian Tribe (SSIT) will make a thorough investigation of my work, educational, personal, and criminal history and may verify all data, including contacting former employers and educational institutions, given in my application, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by SSIT, and I release from liability any person giving or receiving any such information. I understand that falsification will result in refusal of employment or, if employed, termination from employment.
3. I understand and agree that depending on the position, I may be required to take a pre-employment drug test at SSIT's expense, in addition to random or for cause testing, during my employment to determine if I am alcohol or drug free for the job I am responsible to perform. Failure to submit to such testing will result in revocation of offer of employment or termination.
4. I understand and agree that certain positions (as described in the job posting) require physical exams in order to ensure an individual is capable of performing the job functions. Such test will be performed post-offer of employment at the SSIT's expense and employment shall be conditioned on satisfactorily passing such physical exam.
5. If hired, I agree to conform to all applicable rules, regulations, policies, and/or disciplinary procedures of SSIT and/or any department thereof. I understand that those rules, regulations, policies and/or disciplinary procedures are not intended by SSIT to create an obligation of continued employment.
6. I understand that this document is an application for employment and continued employment is not being offered. I hereby understand and agree that if hired, my employment, both during and after probationary period, is for an indefinite period and that nothing in this application or any other SSIT document shall be deemed to create any contract of continued employment between me and SSIT. I understand that my employment can be terminated at any time pursuant to the SSIT policies and procedures. I understand that employment beyond any probationary period or employment for a number of years shall not result in my heightened expectation of continued employment. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me.

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Applicant Signature

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Date

**Sauk-Suiattle Indian Tribe  
Background Investigation Consent and Release Form**

**Applicant Information**

**Name:** (First) \_\_\_\_\_ (Middle initial) \_\_\_\_\_ (Last) \_\_\_\_\_

**Former Names, including maiden name:** \_\_\_\_\_

**Date of birth** (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social security number** \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**U.S. Citizen** Yes \_\_\_ No \_\_\_ (If No, please list immigration status and Visa number \_\_\_\_\_ )

**Present address** (Street, Apt#, City, State, Zip code)

**Previous addresses** (for the past 10 years or to the age of 18 years old, whichever is sooner; if exact previous addresses are not available, list city and state)

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

**Drivers License Number** \_\_\_\_\_ **State** \_\_\_\_\_

*For purposes of the following questions, a "conviction" means guilty verdict, guilty plea or Nolo Contendere ("No Contest") plea.*

Have you ever been convicted of a felony? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please give details including date, state/county court in which conviction was entered, type of felony, etc.

\_\_\_\_\_

Have you been convicted of a misdemeanor in the last ten years? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please give details including date, state/county court in which conviction was entered, type of misdemeanor, etc.

\_\_\_\_\_

**Authorization and Release**

I hereby authorize the Sauk-Suiattle Indian Tribe and its designated agents and representatives to conduct a comprehensive review of my background to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the investigation may include, but is not limited to, the following areas: Verification of Social Security Number, current and previous residences, employment history including all personnel files, education, character references, credit history and reports, criminal history records from any criminal justice agency in any or all tribal, federal, state, county jurisdictions, birth records, motor vehicle records to include traffic citations and registration and any other public records.

I hereby authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I understand that I must provide my date of birth to adequately complete said screening, and acknowledge that my date of birth will not affect any hiring decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment. This authorization and consent shall be valid in original, fax, or copy form.

I hereby release the Sauk-Suiattle Indian Tribe and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization and request to relapse. I understand that a copy of this authorization may be given to me at any time, provided I request it in writing. Information on this application and results of the background investigation will be maintained in confidence in accordance with Tribal policy. I have read this Background Investigation Consent and Release form and understand my rights.

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Sauk-Suiattle Indian Tribe  
5318 Chief Brown Lane  
Darrington, WA 98241

(360) 436-0131  
Fax (360) 436-1511

## ***Please read this information before completing the application***

### **APPLICATION INSTRUCTIONS:**

- Applications are only accepted for posted positions.
- Type or print in black or blue ink. Legible photocopies are acceptable. The application and attached documents become official records of Sauk-Suiattle Indian Tribe and cannot be returned. Please make copies before submitting the application.
- If your address or phone information changes, it is your responsibility to keep us informed.
- In the EDUCATION block, list your education accurately and completely. Relevant course work may be important, check the announcement for education requirements. Make a separate list of courses if necessary.
- Attach copies of diplomas, certificates, registrations, etc. if required by the job announcement.
- Read the official announcement for the Acceptable Experience and Training and Additional Requirements for the position. Applications not meeting the Acceptable Experience and Training and Additional Requirements will be rejected.
- A separate application is required for each position you are applying for.
- Applications for recruitments with closing dates must be received in our office by 5:00 p.m. on the closing date. Postmarks do not count.
- The selection process is based on this application; make it as complete as possible. **We do not accept "see resume" on the application. If you require additional space for related work history, make a copy (or copies) of the blank page and attach to application. Incomplete applications may be rejected.**
- Describe your most recent or current job first and then work back as far as necessary to cover your work history. List promotions separately if your job duties changed. Explain any gaps in work history.
- You are encouraged to attach a resume with the application.
- Be sure to list the beginning and ending date for each job using month & year.
- Describe each job completely and accurately. Do not use slang, abbreviations or work jargon. Assume that the person evaluating your application is not an expert in your area.
- Include service in the armed forces, self-employment, and relevant volunteer work.
- For each job, describe your job tasks/duties in order of importance.
- Additional information: Try to include your skills and experience in each job description area.
- Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal.
- **Sauk-Suiattle Indian Tribe provides hiring preference for Sauk-Suiattle Indian Tribal members, other enrolled Native Americans, and Veterans.**