



Please Complete & Turn in to Correctly Marketed Address Below Before Deadline

MOUNTAIN LOOP COUNTRY STORE

1000 Emens Ave. Darrington, WA 98241 Ph:360.436.1874 Fax:360.436.2005 Email: smokeshopmgr@sauk-suiattle.com

TWO RIVERS SMOKES SHOP

Highway 530 Darrington, WA 98241 Ph:360.436.2105 Fax: Email:

SSIT-TRUST CORPORATION

5318 Chief Brown Lane Darrington, WA 98241

Postings available at www.sauk-suiattle.com

PERSONAL INFORMATION

NAME _____ PHONE NUMBER () _____

Last First Middle

PRESENT ADDRESS _____

Street City State Zip

MAILING ADDRESS _____

Street City State Zip

E-MAIL ADDRESS _____ MESSAGE NUMBER () _____

POSITION INFORMATION

Position Applying For: _____ Pay Desired: _____ Start Date: _____

WILL ACCEPT: €Part-Time €Full-Time €On-Call €Temporary SHIFT: €Day €Swing €Graveyard €Rotating

Are you willing to work weekends, holidays and/or as needed for fill in? €Yes €No

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accomidations? €Yes €No

APPLICANT'S STATUS

SSIT - TRUST CORPORATION ENTERPRISES PROVIDES HIRING PREFERENCES FOR SAUK-SUIATTLE

INDIAN TRIBAL MEMBERS, OTHER ENROLLED NATIVE AMERICANS AND VETERANS.

IF APPLICABLE, TRIBAL AFFILIATION _____ TRIBAL ENROLLMENT NO _____

ARE YOU 18 YEARS OR OLDER Yes No

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 _____

SOCIAL SECURITY NUMBER _____ OR LAST 4 DIGITS OF SSN _____

** The disclosure of your Social Security Number is Voluntary, at your convenience you may leave only the 'LAST 4 DIGITS of you SSN'. However, failure to supply this information bay result in errors in processing your application.*

HAVE YOU EVER BEEN EMPLOYED BY SAUK-SUIATTLE INDIAN TRIBE TRUST CORPORATION OR ANY OF ITS SUBSIDIARIES? Yes No

If Yes, When _____ Start Date _____ End Date _____ Where _____ Department _____

LIST ANY RELATIVES EMPLOYED BY SSITTC OR ITS COMPANIES _____

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 _____

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.

- ⇒ **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/WASHINGTON STATE I.D.
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's Trust Corporation (SSITTC) 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 SSITTC, 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 SSITTC'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. If hired, I agree to conform to all applicable rules, regulations, policies, and/or disciplinary procedures of SSITTC and/or any department thereof. I understand that those rules, regulations, policies and/or disciplinary procedures are not intended by SSITTC to create an obligation of continued employment.
5. 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 SSITTC document shall be deemed to create any contract of continued employment between me and SSITTC. I understand that my employment can be terminated at any time pursuant to the SSITTC 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.

Applicant Signature

Date

**Sauk-Suiattle Indian Tribe
Trust Corporation
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's Trust Corporation 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's Trust Corporation 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
Trust Corporation
5318 Chief Brown Lane
Darrington, WA 98241**

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's Trust Corporation 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's Trust Corporation provides hiring preference to Veterans.**