



Enterprise Rancheria of Maidu Indians of California

Employment Application

PERSONAL INFORMATION:

Full Name: _____ Date: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Address: _____

Referred By: _____

Hiring Preference: *The Enterprise Rancheria Maidu Indians of California will at all times and for all positions give hiring, transfer and promotion preference to qualified applicants in the following order. 1) Enterprise Rancheria Members; 2) Enterprise Rancheria Member Spouses; 3) Other Native Americans; and 4) all others.*

Enterprise Rancheria Tribal Member Enrollment No. _____

Enterprise Rancheria Member's Spouse _____ Enrollment No. _____

Other Enrolled Tribe Members _____ Enrollment No. _____

EMPLOYMENT INTERESTS

Position applying for: _____

Have you previously applied for a position with Enterprise Rancheria, Fire Mountain Smoke or any other Tribal Business? Yes No

If yes, List date and position applied for: _____

Have you ever held a position with any Enterprise entity? Yes No

If yes, which entity? _____

If yes, list dates and position held: _____

Available start date: _____ Salary desired: _____

Hours/shift preferred: _____

Are you employed now? Yes No May we contract your current employer? Yes No

EDUCATION

School or Institution	Name & Location	Major	Degree/Diploma
High School			
College/University			
Other			

Special Training/Affiliations: _____

Honors or Awards Received: _____

Professional Certificates/Licenses held: _____

EMPLOYMENT HISTORY

List your last four employers, starting with the most recent.

Company Name:	Address:	Telephone:	Dates employed (Month/Year) from:
Job Title:	Supervisors Name/Title:	Type of Business:	Dates employed (Month/Year) from:
Description of Duties:		Reason for Leaving:	May we contact this employer?
Company Name:	Address:	Telephone:	Dates employed (Month/Year) from:
Job Title:	Supervisors Name/Title:	Type of Business:	Dates employed (Month/Year) from:
Description of Duties:		Reason for Leaving:	May we contact this employer?
Company Name:	Address:	Telephone:	Dates employed (Month/Year) from:
Job Title:	Supervisors Name/Title:	Type of Business:	Dates employed (Month/Year) from:
Description of Duties:		Reason for Leaving:	May we contact this employer?
Company Name:	Address:	Telephone:	Dates employed (Month/Year) from:
Job Title:	Supervisors Name/Title:	Type of Business:	Dates employed (Month/Year) from:
Description of Duties:		Reason for Leaving:	May we contact this employer?

OTHER INFORMATION

Have you ever been terminated or asked to resign from any job? Yes No If yes, please explain:

Have you ever been convicted of a felony? Yes No If yes, please provide information regarding conviction including state, city or county where offence occurred. *NOTE: Answering "yes" to this question may not adversely affect your application for employment. Factors such as age, time and nature of offense will be considered.*

Are you at least 18 years of age or older? Yes No

Do you have the legal right to work and be employed in the U.S.? Yes No

Do you have reliable transportation to and from work? Yes No

Are you willing to work overtime, if necessary? Yes No

PROFESSIONAL REFERENCES

Name:	Phone	Email	Business Name/Affiliation	Years Acquainted

PERSONNEL REFERENCES

Name	Phone	Email	Affiliation	Years Acquainted

ACKNOWLEDGEMENT (PLEASE READ CAREFULLY BEFORE SIGNING BELOW):

Please initial each statement.

_____ I hereby affirm that the information provided on this employment application form and my resume is true and complete to the best of my knowledge. I understand and agree that falsified information or omissions may result in termination from employment if discovered after my employment has begun. I hereby authorize the Enterprise Rancheria of Maidu Indians of California (hereinafter referred to as the "Tribe") to substantiate and verify my past employment, previous salary history, credentials and any of the information associated with my qualifications. I also authorize my previous schools, employers, and listed references to release to the Tribe any relevant information that may reasonably be requested in connection with my employment. I agree that the Tribe and my previous employers, schools and references shall not be held liable if an employment offer is not tendered, is withdrawn, or employment is terminated due to any false information I provided or information I failed to provide.

_____ I understand that any employment offer I might receive is contingent upon my passing both a drug and alcohol test and background screening. I consent to any testing necessary to determine the presence and/or level of drugs and alcohol in my body other than prescribe by a physician.

_____ I understand that as a condition of employment in a Director/Manager role or position in Finance department, a Consumer Credit Report may be applicable as part of the background screening process.

_____ I understand that as a condition of employment in positions working directly with children or where children may be present, additional background screening which may include extensive and specialized screening will be required.

_____ I understand that no statement in this form, related to policies, or any offer of employment may be construed as an employment contract.

_____ **At-Will Employment:** I understand that employment with Enterprise Rancheria of Maidu Indians of California or any business affiliated with the Tribe is at-will and for no definite period. The employment relationship may be terminated at any time by the employee or the Tribe for any or no reason and with or without notice.

_____ **Drug Testing:** I understand that Enterprise Rancheria of Maidu Indians of California or any business affiliated with the Tribe is a drug-free workplace. All employees must pass a pre-employment and other mandatory drug testing pursuant to the Enterprise Rancheria of Maidu Indians of California employee policy and procedure manual, Drug Free Workplace Policy.

_____ I understand that my application for employment will be placed in an active status for a period of one (1) year during which time it will be reviewed as job openings occur in my area(s) of job interest. I understand that the Tribe may or may not contact me on the status of my application based on my qualifications and available openings and I should assume that my application has been reviewed. I further understand that if I wish my application to remain active for a period longer than one (1) year, I must complete a new application.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time for any reason without any previous notice.

Applicant Signature: _____ **Date:** _____