



Employment Application

HUALAPAI NATION

HUMAN RESOURCE DEPARTMENT

PO Box 179 ♦ Peach Springs, Arizona 86434-0179 ♦ 928-769-2216

FAX 928-769-1191 ♦ E-Mail: scrozier@hualapai-nsn.gov

E-Mail: cmahone@hualapai-nsn.gov

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions with regard to age, sex, race, physical disability, religion or marital status except that Indian Preference may be provided to persons of Indian descent as provided for in Public Law 88-353 (7-2-72). The only time preference will be imposed is when a bonafied occupational qualification exists.

*** Please Complete all information requested to the best of your knowledge on application, do not leave any questions blank. If the question does not pertain please put N/A or NONE for Answer. **Applications which are not completely filled out will not be considered.**

Date: _____

Position Applied for (Be Specific; Please use job title on job announcement) Up to three (3) positions per application

1. _____
2. _____
3. _____

Name _____ Soc Security No. _____
Last First Middle

Mailing Address _____
Street or P.O. Box Number City State Zip

Telephone () _____ Message Telephone () _____

Email Address _____

Do schools, references, know you by another name? No ☐ Yes ☐

If yes, by what name(s)? _____

ARE YOU CLAIMING INDIAN PREFERENCE? No ☐

Yes ☐ , If yes, Which Tribe? _____

Notice: Please attached a **Copy of your Tribal Enrollment card** if claiming Indian Preference

Are you a citizen of the United States? No ☐ Yes ☐

If you are not a United States citizen, are you able to work in the United States? No ☐ Yes ☐

ARE YOU RELATED TO ANYONE WHO IS CURRENTLY EMPLOYED IN THE DEPARTMENT
YOU ARE APPLYING FOR? No ☐ Yes ☐

If yes, list name(s) and relationship _____

*** Please Complete all information requested to the best of your knowledge on application, do not leave any questions blank. If the question does not pertain please put N/A or NONE for Answer. **Applications which are not completely filled out will not be considered**

Do you have a valid Driver License? No ☐ Yes ☐ _____

Issuance State of License/info.

☐ Operator ☐ Commercial (CDL)

Are you at least 18 years of age? Yes ☐ No ☐ If not, age _____

Have you been convicted of a felony within the last seven years? No ☐ Yes ☐

(A conviction does not automatically mean you cannot be considered for employment. Records are checked if employment is manifestly inconsistent with the safe and efficient operation of a position for which you are applying.)

If yes, describe in full, including conviction(s), sentence(s) imposed, date(s) of offense(s)

EDUCATION & TRAINING

Name and address of High School Attended: _____

Graduated? No ☐ Yes ☐

Date of Graduation : _____

If you did not graduate High School, have you completed a GED ? No ☐ Yes ☐

Date of Completion : _____

Name and address of GED School/Place: _____

NOTE (IF ANY) :

Notice: Please attach a copy of your High School Diploma or GED certificate along with this application **(*** If you have already submitted a copy of your HS Diploma or GED certificate you do not have to submit another one; just note on application that it has already been submitted)**

Higher Education

Name of College, University Trade School or Special Training	Address	Dates Attended From To		Type of Degree or Certificate Received (or Area of Study)

Notice: Please attach a copy of your College, Vocational degrees or transcripts for Higher Education

*** Please Complete all information requested to the best of your knowledge on application, do not leave any questions blank. If the question does not pertain please put N/A or NONE for Answer. **Applications which are not completely filled out will not be considered**

MILITARY

Branch of Service: _____ Highest Rank or Rating: _____

Dates of Service: _____ To _____

Specialized Field of Training _____

Are you now a member of the National guard ? ☐ Yes ☐ No

REFERENCES: Please list three work references with direct knowledge of your professional experience

Name	Full Address/Telephone	Email Address	Occupation

Are you bondable? No ☐ Yes ☐

Have you ever been bonded? No ☐ Yes ☐

If yes, list companies and dates bonded _____

CLERICAL APPLICANTS ONLY

Clerical Skills: Typing _____ Words Per Minute Shorthand _____ Words Per Minute

Machines Operated: (check appropriate boxes below)

Computer/Laptop ☐ Copier machine ☐ Calculator ☐
Fax machine ☐ Scanner ☐ 10-Key ☐

List Other (s) _____

Notice: If you have an Arizona Clearance Card please put that here and attach a copy of it with this application

Type of Arizona License or Registration	License or Registration Number	Date of Expiration

List Memberships in Professional Organizations: (You may attach a separate list)

Please Complete work history information
EMPLOYMENT EXPERIENCE

Please list your employment for the last 5 years starting with the most recent. **It is important to show all work experience and to account for all military service and periods of unemployment. If more room is needed, you may attach a separate sheet or resume** However, it MUST contain all information requested in this section. If you have experience (paid or volunteer) related to the job for which you are applying, include it in this application even if it is more than 5 years ago. **(PLEASE DO NOT LEAVE BLANK)**

Check here if you have no prior work experience ☐ Please explain or write what skills/ability you have for the position for which you are applying. Attach additional sheet(s) if necessary.

Have you worked for the Hualapai Tribe before ? No ☐ Yes ☐
Have you worked for GCRC before ? No ☐ Yes ☐

If Yes, are you currently employed with the Tribe ? Which department _____
Have you completed your six (6) month probationary period ? No ☐ Yes ☐

EMPLOYER	Rate of Pay	Position Held
	Starting	Job Duties _____
Company Name _____	\$ _____	_____
Address _____	per _____	_____
City, State _____ Zip _____		_____
Supervisor's Name _____		_____
Supervisor's Title _____		_____
	Final Pay	Reason for leaving _____
Job Title _____	\$ _____	_____
From _____ To _____	per _____	_____
Are you currently employed with this Employer? No <input type="checkbox"/> Yes <input type="checkbox"/>		
If so, May we contact your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/>		

EMPLOYER	Rate of Pay	Position Held
	Starting	Job Duties _____
Company Name _____	\$ _____	_____
Address _____	per _____	_____
City, State _____ Zip _____		_____
Supervisor's Name _____		_____
Supervisor's Title _____		_____
	Final Pay	Reason for leaving _____
Job Title _____	\$ _____	_____
From _____ To _____	per _____	_____
May we contact this employer? No <input type="checkbox"/> Yes <input type="checkbox"/>		

EMPLOYER	Rate of Pay	Position Held
	Starting	Job Duties_____
Company Name_____	\$	_____
Address_____	per_____	_____
City,State_____ Zip_____		_____
Supervisor's Name_____		_____
Supervisor's Title_____		_____
	Final Pay	Reason for leaving _____
Job Title_____	\$	_____
From_____ To_____	per _____	_____
May we contact this employer? No <input type="checkbox"/> Yes <input type="checkbox"/>		

EMPLOYER	Rate of Pay	Position Held
	Starting	Job Duties_____
Company Name_____	\$	_____
Address_____	per_____	_____
City,State_____ Zip_____		_____
Supervisor's Name_____		_____
Supervisor's Title_____		_____
	Final Pay	Reason for leaving _____
Job Title_____	\$	_____
From_____ To_____	per _____	_____
May we contact this employer? No <input type="checkbox"/> Yes <input type="checkbox"/>		

I certify that all information contained on this application is true and complete to the best of my knowledge. I agree to have any of the above statements verified by the Hualapai Tribe. I hereby release from all liability or responsibility all persons, corporations, schools or other organizations furnishing true and complete information. I understand that misrepresentation/falsifying of facts may be cause for non-hire or termination of employment. Your application will be kept for six (6) months.

Signature

Date

Revised on 12/07/2018

Thank you for completing this application form and for your interest in our Company