



Red Lake Nation College Application for Employment

Qualified applicants are considered for employment without regard to race, color, marital status, national origin, sexual orientation, age, physical or mental disability, or religious affiliation.

Referral Source: ☐ Advertisement ☐ Word-of-Mouth ☐ Walk-In ☐ Other _____

APPLICANT INFORMATION			
NAME			DATE
<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>	
ADDRESS			
<i>(Street, PO BOX)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
PHONE #		E-MAIL ADDRESS	
<i>(Home)</i>	<i>(Cell/Other)</i>		
<i>()</i>	<i>()</i>		
WHAT IS THE BEST TIME TO CALL YOU?		HAVE YOU EVER BEEN EMPLOYED HERE?	
		YES___ WHEN?_____ NO___	
VETERAN (IF YES, LIST BRANCH)			
YES___ BRANCH _____ NO___			
WORK DESIRED			
POSITION(S) APPLIED FOR			
DATE AVAILABLE FOR WORK	DESIRED RATE OF PAY	TYPE OF EMPLOYMENT DESIRED	
	\$_____	Full-time___ Part-time___ Temporary___ Seasonal___	
ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS OF THE POSITION?		WILL YOU WORK OVERTIME IF REQUIRED?	
YES___ NO___		YES___ NO___	
If answer is NO please explain:		If answer is NO please explain:	
HAVE YOU PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A FELONY?			
If answer is YES, please provide Offense and Date of Offence:			
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES OF AMERICA?			
YES___ NO___			

EDUCATIONAL BACKGROUND				
SCHOOLS AND COLLEGES	# OF YEARS COMPLETED	TYPE OF DEGREE, DIPLOMA/CERTIFICATE	YEAR COMPLETED	MAJOR/SUBJECT AREA STUDIED
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
VOCATIONAL/TECHNICAL				

SPECIAL TRAINING
PLEASE LIST SPECIAL TRAINING/LICENSES/CERTIFICATES

VOLUNTARY DEMOGRAPHIC INFORMATION
<p>Providing this information is voluntary. No personnel selections are made based on this information*</p> <p>*Red Lake Nation College will make every effort to recruit and hire the most qualified individuals available for all position. The College reserves the right to invoke American Indian Preference for all positions to be filled, in accordance with the Indian Preference Civil Rights Act of 1964.</p>
<p>Are you a U.S. Citizen? YES ____ NO ____ Ethnic Background: (please state ethnicity): _____</p> <p>Gender: Male ____ Female ____</p>

EMPLOYMENT HISTORY: Please provide the following information pertaining to your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary).

EMPLOYER	PHONE #	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED & JOB DUTIES
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ADDRESS

STARTING JOB TITLE/FINAL JOB TITLE	HOURLY SALARY RATE BEGINNING / ENDING
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IMMEDIATE SUPERVISOR AND TITLE

REASON FOR LEAVING

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Reasonable Accommodation: Do you require reasonable accommodation to perform the essentials of the job for which you are applying?
No ___ Yes ___ Please describe:

Applicant Statement

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented, will be cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand I will be required to undergo a criminal background check, and if I receive a job offer, a pre-employment drug test.

If I am hired, I understand that I am free to resign at any time, with or without cause, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute a contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I understand that if I am employed my position duties and responsibilities; working conditions; and hours of work are subject to change at the discretion of management.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms as stated above.

Signature of Applicant _____ Date ____/____/____