



APPLICATION FOR EMPLOYMENT

United Indians provides equal employment opportunity for all applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, mental status or disability (as defined under state and federal law).

Please complete all information. An incomplete application may delay processing or disqualify you. You may attach a resume, but a resume cannot be substituted for a completed application.

Position(s) Applied For:		Date of application:	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone # - Home	Telephone # - Cell	E-mail Address	

If you are under eighteen (18) years of age, can you provide proof of your eligibility to work? Yes No.

Are you currently employed? Yes No.

Are you legally authorized to work in the United States? Yes No. (Proof will be required upon employment)

Which job status are you available? Full Time Part Time Summer Temporary Intern Other

Can you perform the essential functions of the job with or without a reasonable accommodation? Yes No

EDUCATION

Highest school grade completed: _____

Do you have a high school equivalency diploma (GED)? _____

Number of years of post high school education: _____

Name and Location of Educational Institution	Degree Received	Major/Specialty	Dates Attended

EMPLOYMENT HISTORY List your complete employment history. If you need more space attach additional sheets.

Start with your current or last job.

Job Title		Employers Name and Address	
Supervisor's Name			
Supervisor's Phone #	Employer's Phone #	May we contact this employer?	Number of employees supervised by you?
Dates Employed (Mo./Yr.) / to /	Hours per week	Last Salary \$	
Duties:			
Reason for leaving or considering change:			

Job Title		Employers Name and Address	
Supervisor's Name			
Supervisor's Phone #	Employer's Phone #	May we contact this employer?	Number of employees supervised by you?
Dates Employed (Mo./Yr.) / to /	Hours per week:	Last Salary \$	
Duties:			
Reason for leaving or considering change:			

Job Title		Employers Name and Address	
Supervisor's Name			
Supervisor's Phone #	Employer's Phone #	May we contact this employer?	Number of employees supervised by you?
Dates Employed (Mo./Yr.) / to /	Hours per week:	Last Salary \$	
Duties:			
Reason for leaving or considering change:			

Give dates and explain all periods of unemployment over the last 10 years:

Special Skills and Qualifications

List activities which have provided you with experience, training or skills which you feel would be helpful in the position for which you are applying: _____

List professional trade, business, or civic activities and offices held (*You may exclude memberships which would reveal gender, race, religion, national origin, ancestry, sexual orientation, disability or other legally protected status*) _____

REFERENCES

Give the names, address, and telephone numbers of three references of persons with knowledge of your ability to perform this job:

NAME	ADDRESS	PHONE #	RELATION

CRIMINAL HISTORY INFORMATION

United Indians must consider an applicant's conviction record as it relates to job performances. A conviction record will not necessarily disqualify you from employment unless it would reasonably relate to the duties of the job.

Have you been convicted of a crime, other than minor traffic violations, or released from prison within the last ten years? Yes No.

If yes, indicate date nature of offense, and disposition: _____

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I hereby give United Indians the right to check all employment related references and to make a thorough investigation of my past employment, education, and activities. The foundation reserves the right to contact additional employment related references that may have information regarding your ability to do this job. I release from liability all persons, companies and corporations supplying such information. I indemnify United Indians against any liability, which might result from making such investigation. I understand that any falsification, misrepresentation, or material omissions on this application may result in denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between United Indians and myself for any term of employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon United Indians. Employees at United Indians are hired for indefinite terms of employment. If I accept employment, I understand that it will be employment at will, which means that I have the right to terminate my employment at any time with or without cause, with or without notice and that the Foundation reserves the same right.

Signature of Applicant

Date

Voluntary Affirmative Action Information

Name _____ Date _____

Completing this form will enable United Indians to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential and will only be available to authorized personnel. Please review the Affirmative Action Definitions at the bottom of the page.

Are you: Male Female Date of Birth: _____

- 1) What race or culture do you consider yourself *(If you are more than one race, please specify under other race)*.
Native American/Alaskan Native (what tribe?) _____

Hispanic or Latino: Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.	
Black or African American: Persons having origins in any of the black racial groups of Africa.	
American Indian or Alaskan Native: Persons having origins in the original peoples of North or South America (including Central America) who maintain cultural identification through tribal affiliation or community recognition.	
Asian: Persons having origins in the original peoples of the Far East, Southeast, Asia, the Indian subcontinent, or the Pacific Islands. These areas include Cambodia, China, Indian, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
Native Hawaiian or Other Pacific Islander: Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Island. May include Philippine Islands or other islands.	
White or Caucasian: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.	
Two or More Races: Persons who identify with more than one of the above five races.	

- 2) Have you ever been on active duty in the U.S. Armed Services? Yes No.
 a. Duties served from _____ to _____
 b. Are you a disabled veteran? Yes (%_____) No.
- 3) Do you have physical, mental or other health conditions that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? Yes No.

Affirmative Action Definitions

Disabilities For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental or sensory impairment, which substantially limits one or more major activities. The disability must be substantial rather than slight, and permanent in that is seldom fully corrected by medical replacement, therapy, or surgical means. Substantially limits means you are either unable to perform or are significantly restricted in performing a major life activity, such as caring for yourself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. This confidential information is solicited and maintained for affirmative action purposes only. It should not be construed and will not be considered as a request for accommodation.

Vietnam-era Veteran A person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than dishonorable discharge, if any part of such active duty occurred: (1) In Vietnam between 2-28-61 and 5-7-75; or between 8-5-64 and 5-7-75 in all other cases; or (2) was discharged or released from active duty for service-connected disability if any part of such active duty was performed;(3) in Vietnam between 2-28-61 and 5-7-75;or between 8-5-64 and 5-7-75 in all other cases.”

Special Disabled Veteran A veteran who is entitled to compensation or who, but for receipt of military retirement pay, would be entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for disability: (1) Rated at 30 % or more; or Rated 10 or 20 % in the case of a veteran who has been determined under 38 U.S.C 3106 to have serious employment handicap; or, (2) A person who was discharged or released from active duty for a service connected disability.”