



**WALKER RIVER PAIUTE TRIBE**

**P.O. BOX 220  
SCHURZ, NV 89427  
Telephone: (775) 773-2306  
Facsimile: (775) 773-2358**

Date Received
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**EMPLOYMENT APPLICATION**

<b>POSITION APPLYING FOR:</b>			
<b>SSN #:</b>	<b>DRIVER'S LICENSE #:</b>	<b>STATE:</b>	<b>EXPIRATION DATE:</b>
<b>LAST NAME:</b>		<b>FIRST NAME:</b>	<b>MIDDLE:</b>
<b>MAILING ADDRESS:</b>			
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE #:</b> (    )	<b>ALTERNATE #:</b> (    )	<b>EMAIL ADDRESS:</b>	

<b>ARE YOU 18 YEARS OF AGE?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>I CERTIFY THAT I AM A U.S. CITIZEN, PERMANENT RESIDENT or A FOREIGN NATIONAL WITH AUTHORIZATION TO WORK IN THE UNITED STATES.</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>ARE YOU AN ENROLLED MEMBER OF A FEDERALLY RECOGNIZED TRIBE?</b> <i>(Must attach copy of tribal card to claim preference)</i>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>TRIBE:</b> _____ <b>ENROLLMENT #:</b> _____		
<b>VETERANS PREFERENCE?</b> <i>(Attach copy of DD214 – Long Form, to claim preference)</i>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>HAVE YOU EVER BEEN CONVICTED, or ENTERED A PLEA OF GUILTY, NO CONTEST, or HAD A WITHHELD JUDGMENT TO A FELONY or MISDEMEANOR (other than minor traffic violations)?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>IF "YES" PLEASE EXPLAIN AND DISPOSITION?</b>		
<b>NOTE: A "YES" answer to the question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying for are considered.</b>		

<b>EDUCATION &amp; TRAINING</b>			
<b>High School:</b>		<b>Did you Graduate?</b>	
		<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>Location:</b>		<b>If No, do you have a GED?</b>	
		<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>College:</b>	<b>From:</b>	<b>To:</b>	<b>Did you Graduate?</b>
			<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>Location:</b>		<b>Type of Degree or Diploma:</b>	
<b>College or Trade School:</b>	<b>From:</b>	<b>To:</b>	<b>Did you Graduate?</b>
			<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<b>Location:</b>		<b>Type of Degree or Diploma:</b>	
<b>Skills/Certifications:</b> <i>(List ALL certifications – attach copies)</i>		<b>Licensing:</b> <i>(List ALL licenses – attach copies)</i>	

**EMPLOYMENT HISTORY**

Provide information about your 5 most recent employers (list current or most recent first). You may be asked to provide additional information: depending upon the position you are seeking. **FAILURE TO PROVIDE, COMPLETE, ACCURATE AND VERIFIABLE INFORMATION SHALL BE GROUNDS TO DISQUALIFY THIS APPLICATION.** A resume will not be accepted as a substitute for a completed application, you may attach resume.

Employer:	Dates		Work Performed
	From	To	
Address & Phone #:			
Job Title:			
Supervisor:	Hrly. Rate/Salary		
Address & Phone #:	Starting	Final	
Reason for Leaving:			
Employer:	Dates		Work Performed
	From	To	
Address & Phone #:			
Job Title:			
Supervisor:	Hrly. Rate/Salary		
Address & Phone #:	Starting	Final	
Reason for Leaving:			
Employer:	Dates		Work Performed
	From	To	
Address & Phone #:			
Job Title:			
Supervisor:	Hrly. Rate/Salary		
Address & Phone #:	Starting	Final	
Reason for Leaving:			
Employer:	Dates		Work Performed
	From	To	
Address & Phone #:			
Job Title:			
Supervisor:	Hrly. Rate/Salary		
Address & Phone #:	Starting	Final	
Reason for Leaving:			
Employer:	Dates		Work Performed
	From	To	
Address & Phone #:			
Job Title:			
Supervisor:	Hrly. Rate/Salary		
Address & Phone #:	Starting	Final	
Reason for Leaving:			

<b>Reason gaps in between employers:</b>

<b>REFERENCES</b> <i>(5 references with complete mailing address)</i>				
Full Name	Mailing Address	Business Relationship	Phone #	Years Known

**APPLICANT’S STATEMENT**

I certify that all answers given herein are true and complete to the best of my knowledge. I understand the employer is relying upon all representation, both written and oral, which I made during the entire process of applying for employment with the Walker River Paiute Tribe to be accurate.

I understand this application is not intended to be a contract of employment. Furthermore, I understand that during my probationary period, I am free to resign at any time and the employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

In the event of employment, I understand that if I make any false statements, misrepresentations, or omissions in this application process that I may be discharged at any time during my employment and I agree to hold the employer and person named herein harmless in that event. I also understand that I am required to abide by all rules, regulations, and the Personnel Policy & Procedures of the Walker River Paiute Tribe.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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**APPLICANT’S AUTHORIZATION TO RELEASE INFORMATION**

In connection with this application, I authorize investigation of all statements contained in the Employment Application with Tribal, Federal and State law enforcement agencies, former employers and any other persons or agencies deemed necessary in arriving at an employment decision upon presentation of this waiver, or a photocopy of this waiver, whether in person, by mail, fax, or other method of conveyance.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this waiver is to be considered as valid as an original of my signature.

Examples of types of information I am requesting that you provide include information you may have concerning my qualifications and suitability and any other significant information related to job performance.

I hereby authorize the Walker River Paiute Tribe and any agent acting on its behalf, to conduct an inquiry into any information related to my potential or continued employment with the Tribe and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. Moreover, I hereby release the Walker River Paiute Tribe and any agent acting on its behalf from any liability by reason of requesting such information from any person.

<b>Social Security Number:</b>		
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle:</b>
<b>Signature/Authorization:</b>		<b>Date Signed:</b>

## APPLICATION PROCEDURE CHECKLIST

YOUR APPLICATION WILL BE RETAINED FOR ONE YEAR OF ORIGINAL SUBMISSION.

1. A Completed Employment Application **MUST** be submitted by the closing date of the position advertised. Each section must be completed and the application must be signed and dated.
2. A letter of interest and resume which addresses how the applicant meets each qualification may be submitted with the application. Please do not write “*See Resume*” on application.
3. High School or GED documentation, original/official college transcripts from an accredited college or university **MUST** be submitted with application.
4. Copies of all and other supporting documentation referred to in the application and job description **MUST** be with the application by the closing date.
5. If you are claiming Native American Indian preference, proof of Walker River Paiute Tribe or other tribal affiliation **MUST** be submitted with the application.
6. If you are claiming Veteran’s preference, a copy of the DD214 (long form) must be submitted with the application.

### Are the following documents with the application?

Professional certifications/licenses ( <i>Copies</i> )	Yes	No
Driver’s License ( <i>Colored Copy</i> )	Yes	No
Driver’s License Report ( <i>DMV print out</i> )	Yes	No
References	Yes	No
Tribal I.D. for Indian Preference	Yes	No
DD 214 Long Form ( <i>Military</i> )	Yes	No
Educational Degrees ( <i>Official Transcripts</i> )	Yes	No

If circumstances should change between the time an application is submitted and the time a position becomes available, it is recommended the application be updated to reflect changes, as long as it is within a year of applying for a position.

Applications and all accompanying documents must be received by the close of business indicated on the closing date of the announcement. Applications that do not contain the above information will be considered **INCOMPLETE** and may be **SCREENED OUT**.