

InterTribal Buffalo Council

Application for Employment

- All information obtained within this application will be held in strict confidence, subject to applicable law.
- Please complete all applicable sections and sign the last page.
- Please type or print clearly.
- International travel may be required for certain positions and valid passport may be required upon hire.

InterTribal Buffalo Council prides itself on being an Equal Opportunity Employer. We will not discriminate in employment because of sex, age, physical disability, religion, ethnicity, mental disability, marital status, ancestry, or place of origin.

1

Date: _____

Name: _____

Telephone: () _____

Address: _____

Postal Code: _____

Are you legally entitled to work in USA? _____

Proof will be required upon hire

Position(s) applied for: _____

Date you are available for employment: _____

Wage or salary desired: _____

Have you ever worked for InterTribal Buffalo Council before? _____

If yes, when and where? _____

2

EDUCATIONAL BACKGROUND

InterTribal Buffalo Council has a company policy stating a minimum educational level of Grade 12 or equivalent for all positions.

EDUCATIONAL BACKGROUND – relevant to the position applied for

Highest level of education completed: _____

Name of educational institute: _____

What machines or equipment have you operated, which relate to the position, you have applied for? _____

Are there any skills, experience, of other qualifications, which you feel would assist you in performing the duties of the position you have applied for? _____

List below your last three employers, starting with the most recent.

3a

Employer's Name:

Start Date:

Departure Date:

Reason for Departure:

Supervisor's Name:

Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

3b

Employer's Name:

Start Date:

Departure Date:

Reason for Departure:

Supervisor's Name:

Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

3c

Employer's Name:

Commencement Date:

Departure Date:

Reason for Departure:

Supervisor's Name:

Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

3d

Please list three character references:

NAME

ADDRESS

TELEPHONE NUMBER

1.

()

2.

()

3.

()

NOTE: Resume and/or additional information may be attached and submitted to the employment application, but is not required.

4

If you are applying for a position that requires driving, please complete this section:

Do you have a valid drivers license? _____ License #: _____ State: _____

Note: If you are selected for an interview, you are required to present a copy of your driving record that is not more than 4 weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.

5

False information given or implied on an application form is grounds for immediate dismissal without further notice.

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if InterTribal Buffalo Council at any time learns of falsification or material omission in the information provided on this application form and related documents. InterTribal Buffalo Council may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them. I hereby release InterTribal Buffalo Council, its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I agree that I will follow all Company policies, rules, procedures, and all other directions pertaining to my employment. I understand that InterTribal Buffalo Council reserves the right to add, change, and/or delete any policies, procedures, work rules, and/or benefits at any time.

Applicant Signature: _____ Date: _____

NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.

Note: Additional personal information will be required to complete benefit forms, if selected for hiring.

INDIAN PREFERENCE:

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In accordance with Indian Preference Act of 1934 (25 USC 472), when filling vacancies priority in selection will be given to Indian candidates who present proof of eligibility for Indian preference.

**Thank you for showing an interest in the
InterTribal Buffalo Council**

**PLEASE ATTACH ANY SUPPORTING DOCUMENTATION THAT YOU FEEL
WOULD BE BENEFICIAL TO THE APPLICATION REVIEW PROCESS**