

Yurok Tribe Application for Employment

You must submit the following: (1) Application for Employment (2) Proof of Tribal Membership if claiming Indian Preference or Spouse of Tribal Member (3) Current drivers license information if position requires you to drive and (4) Transcripts. We recommend you also include a letter of interest for the position you are applying to, current resume, and letters of recommendation.

All incomplete applications will not be considered.

AD CODE #: _____ (office use only) Would you like us to share your application with TERO Yes No

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____ SOCIAL SECURITY #: XXX - XX - ____ - ____
(Optional)

ADDRESS: _____
Mailing Address City State Zip

EMAIL ADDRESS: _____

check box if ok to receive status updates by email

TELEPHONE: _____ CELL PHONE: _____

WORK PHONE: _____ MAY WE CONTACT YOU AT WORK? YES NO

Check Yes or No for each of the following questions. Provide an explanation when necessary. You may use additional sheets if needed.

YES NO

Are you now or have you ever been employed by the Yurok Tribe? If Yes, give position, dates and location of employment.

Are you related by blood or marriage to any person presently employed by the Yurok Tribe? If Yes, give name, relationship, position and location of employment:

Will you accept: Part Time Full Time Temporary Date you will be available: _____

Have you ever pled "guilty" or "no contest" to, or been convicted of any crime? (Answering, "yes" to this question will not necessarily disqualify applicant from the position.) If Yes, for each such arrest or conviction, please state: Where; When; and the Disposition of the case.

Have you ever been discharged or forced to resign from any employment: If Yes, give details. _____

Are you a member of a federally recognized Tribe? If Yes, identify the Tribe: _____
(Provide a copy of your tribal I.D. if you are claiming Indian Preference)

Are you claiming spouse of a Yurok Tribal Member? You must submit **marriage certificate or notarized statement** from the parent and/or family member who accepted payment

Do you have any physical condition that might limit your ability to perform the job for which you are applying?
If Yes, how can we accommodate your needs? _____

Are you a citizen of the United States? (If hired, you will be required to submit proof of the legal right to work in the United States)

Do you have a valid Drivers license? (A current motor vehicle report will be required, if driving is necessary for the position.)
To be insurable by the Yurok Tribe your driver's license must have 3 points or less. You will be disqualified if you have more than 3 points within the last five years.

Are you a High School graduate? Please check one: High School Diploma GED

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SPECIAL TRAINING- List any training; trade, vocational or business schools; or manpower training programs that may help to qualify you for the position for which you are applying. Indicate type of training, where acquired, dates and duration, and whether you completed it successfully.

Title	State	Date Issued

LICENSES/CERTIFICATES- List any licenses or certificates you have which may help to qualify you for the position for which you are applying such as **driver's license**, typing or steno certificates, professional registration, etc.

Title	State	Number	Date Issued	Date Expires

COLLEGE ATTENDED (PLEASE PROVIDE TRANSCRIPTS):

Name of College	Location	Date (From/To)	Major	Units Compl.	Degree

PROFESSIONAL REFERENCES: Please DO NOT USE FAMILY MEMBERS - provide three (3) non-related contacts

Name	Business and Address	Telephone

WORK HISTORY-list your work experience in order. BEGIN WITH YOUR PRESENT OR MOST RECENT JOB and work backward. Show promotions as separate jobs. Include applicable volunteer and military experience. Attach additional sheets if necessary. All work experience is utilized to determine your qualifications for the position you have applied to. THIS SECTION OF THE APPLICATION MUST BE COMPLETED ENTIRELY. Please do not write "see attached résumé" on application (This will be considered an incomplete application)

Dates of Work		Employers Name		Supervisors Name			
From:		Employer Address:		Supervisor Title:			
To:							
		Telephone:		May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title:				Wage (hr/mo/yr):			
Describe your duties:							
Reason for leaving:							

Dates of Work		Employers Name		Supervisors Name			
From:		Employer Address:		Supervisor Title:			
To:							
		Telephone:		May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Title:				Wage (hr/mo/yr):			
Describe your duties:							
Reason for leaving:							

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Dates of Work		Employers Name		Supervisors Name	
From:		Employer Address:		Supervisor Title:	
To:					
		Telephone:		May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Title:				Wage (hr/mo/yr):	
Describe your duties:					
Reason for leaving:					

Dates of Work		Employers Name		Supervisors Name	
From:		Employer Address:		Supervisor Title:	
To:					
		Telephone:		May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Title:				Wage (hr/mo/yr):	
Describe your duties:					
Reason for leaving:					

Dates of Work		Employers Name		Supervisors Name	
From:		Employer Address:		Supervisor Title:	
To:					
		Telephone:		May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Title:				Wage (hr/mo/yr):	
Describe your duties:					
Reason for leaving:					

Applications can be sent via:
Mail: Yurok Tribe Human Resources Dept., P.O. Box 1027, Klamath, CA. 95548
Fax: (707) 482-1361 * Hand-delivered: Any Yurok Tribal Office
 For questions, please call the Human Resources Department: (707) 482-1350

- It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed.
- I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representative for seeking such information and all other corporations or organizations for furnishing such information.
- The Employer is an equal opportunity employer who exercises's Indian preference. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by Yurok Tribal law or federal law.
- This application is current for only 6 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.
- Applicants hired by the Yurok Tribe are subject to the Drug and Alcohol Free Work Place Policy including pre-employment screening.

SIGNATURE OF APPLICANT: _____ DATE: _____