



**TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS
HUMAN RESOURCES**

"WE VALUE THE RIGHTS AND PRIVACY OF OUR EMPLOYEES"

HIGHWAY #5 WEST
P.O. BOX 900
BELCOURT, ND 58316

701-477-2600
FAX: 701-477-5685
WEBSITE: www.tmchippewa.com

Job Application Check list

Please note: For an application to be complete, please attach the required documents listed in the QUALIFICATION section within the job application

- _____ Completed and signed application
- _____ Copy of Diploma/GED or transcripts
- _____ Copy of Valid Driver's License
- _____ Copy of Valid Insurance

Additional points:

- _____ Copy of Tribal Enrollment
- _____ Related Certificates



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HOW TO APPLY

PLEASE FOLLOW THESE DIRECTIONS.

Please submit all required information in the **QUALIFICATION** section in the application.

Examples: copies of transcripts and degrees attained, including college diploma, high school diploma, GED Certificates, copy of training certificates and Proof of Indian Preference (copy of Indian ID or Enrollment Form).

You will be ranked only if you have a complete application.

If you do not submit copies of any information requested in the **qualification section** in the application, you will be subjected to an ***In-complete application and will not be scored.***

REMEMBER-you will not be scored on an incomplete application. If the job Description asks for it include it in your application packet. You can't be scored on what is not included.

Please Note: Applicants will be given automatic points for Indian Enrollment, work experience, and Certificates in related field.

Veteran points will be given only to applicants with equal amount of points. All applicants claiming veterans' must show proof of DD214.

The Human Resource Staff will not be responsible for incomplete applications



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Application

Position Applying for: _____

Full Name: _____ Date: _____
Last First M.I.

Address: _____
P.O Box Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____