

**Isna Wica Owayawa/Loneman School**

**South BIA Rd #41**

**P.O. Box 50**

**Oglala, SD 57764**

**(605) 867-6875**

 **Fax: (605) 867-5109**

**APPLICATION FOR EMPLOYMENT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In compliance with Federal and State equal employment opportunity laws, qualified applicants

are considered for all positions without regard to race, color, religion, sex,

National origin, age, marital status, or the presence of a non-job related medication condition or handicap.

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NO APPLICATION WILL BE CONSIDERED UNLESS IT IS FULLY COMPLETED

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| **Date of Application:** | **Position Applied for:** |
| **Name:****Last First Middle** | **SSN:** |
| **Address:****Street/PO City SD Zip** | **Phone:****W-****H-****Cell-** |
| **Email Address:** |

|  |  |
| --- | --- |
|  **YES** |  **NO** |
| Are you a United States Citizen? |  |  |
| Have you filed an application here before? |  |  |
| Have you been employed here before? |  |  | Position: |
| Are you employed now? |  |  | Location: |
| Do you claim Indian Preference? |  |  | Tribe: |
| Do you speak Lakota? |  |  |
| Do you read Lakota? |  |  |
| Are you currently registered with Selective Service? |  |  |
| Do you write Lakota? |  |  |
| Are you a Veteran? |  |  | Military Branch/Rank? |
| Have you ever been convicted of a misdemeanor? |  |  | Describe:Date(s): |
| Have you ever been convicted of a felony or released from prison: |  |  | Describe:Date(s): |
| Are there any physical/medical conditions that limit your job performance? |  |  | Describe:Date(s): |
| May we contact your employer(s)? |  |  |

**1.**

|  |
| --- |
| **Employer Experience (List each position held. Start with present or last job):** |
| **Title/Position:** | **Start Date:** | **Ending Date:** | **Salary:** |
| **Employer:** | **Supervisor:** |
| **Description of Duties:**  |
| **Contacted: YES NO** | **Date:** | **Time:** | **Recommended: YES NO** |

**2.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title/Position:** | **Start Date:** | **Ending Date:** | **Salary:** |
| **Employer:** | **Supervisor:** |
| **Description of Duties:**  |
| **Contacted: YES NO** | **Date:** | **Time:** | **Recommended: YES NO** |

**3.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title/Position:** | **Start Date:** | **Ending Date:** | **Salary:** |
| **Employer:** | **Supervisor:** |
| **Description of Duties:**  |
| **Contacted: YES NO** | **Date:** | **Time:** | **Recommended: YES NO** |

|  |
| --- |
| **Personal References: (excluding relatives):** |
| **Name:** | **Address:** | **Relationship:** |
| **Phone:** | **Email:** |
|  |
| **Name:** | **Address:** | **Relationship:** |
| **Phone:** | **Email:** |
|  |
| **Name:** | **Address:** | **Relationship:** |
| **Phone:** | **Email:** |

|  |
| --- |
| **What special skills or qualifications do you have which make you a good candidate for this position?** |
| **What would you like to pursue as a lifetime goal or occupation?** |

|  |
| --- |
| **Educational Background:** |
| **Elementary:** | **Address:** | **Grade Completed:** | **Year:** |
| **High School:** | **Address:** | **Grade Completed:** | **Year:** |
| **College:** | **Address:** | **Grade Completed:** | **Year:** |
| **Other:** | **Address:** | **Grade Completed:** | **Year:** |
| **Other:** | **Address:** | **Grade Completed:** | **Year:** |

**\*\*\*ATTACH A CURRENT TRANSCRIPT OR A LIST OF COURSES TAKE AND CREDIT HOURS COMPLETED FROM ALL COLLEGES ATTENDED.**

**\*\*\*A G R E E M E N T\*\*\***

**I certify that the answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, financial or medial history or other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection to my application. In the event of employment, I understand that false or misleading information given in my application or interview(s), may result in discharge.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Print Name Signature Date**

|  |
| --- |
|  **In case of emergency, please notify:** |
| **Name:** | **Relation:** |
| **Address:** | **Phone:****W-****H-****C-** |

**The following must be included in order for application to be complete:**

|  |  |
| --- | --- |
|  **YES** |  **NO** |
| **Completed Application** |  |  |
| **Resume**  |  |  |
| **Indian Preference Documentation** |  |  |
| **Veterans Preference Documentation** |  |  |
| **Completed Background Check (Fingerprint Cards)** |  |  |
| **Drug Test** |  |  |
| **Official College Transcripts**  |  |  |
| **Job Related Certificates** |  |  |
| **Additional information included:** |
| **Signature of HR or other:** | **Date Received:** |

**APPLICANT – DO NOT WRITE IN THIS SECTION**

|  |  |  |
| --- | --- | --- |
| **Interview Date:** | **Time:** | **Recommend Employment:** **YES NO** |

**Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Revised March 2017**