



# Spokane Tribe of Indians

Attn: H. R. Department P.O. Box 206, Wellpinit, WA 99040  
 (509) 458-6583 Fax (509) 458-6556

*CENTURY OF SURVIVAL*  
 1881-1981

## APPLICATION FOR EMPLOYMENT

The Spokane Tribe is an Equal Opportunity Employer, that also applies its **Tribal Preference Policy**

Position(s) Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL** (Please Print)

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
No. Street City State Zip

Telephone No. \_\_\_\_\_ Day Time Phone Number \_\_\_\_\_

Are you over 18 yrs of age? Yes  No  Is your license valid? \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes.  No.  (If hired, verification will be required by law)

**TRIBAL AFFILIATION: Verification of Tribal affiliation is required**

Are you a member of a federally recognized Tribe? Yes.  No.  (If yes, complete the following)

Name of Tribe: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Spouse of Spokane Tribal Member: Yes.  No.  Child of Spokane Tribal Member: Yes.  No.

Are you employed at the present time: Yes.  No.  Date available for work: \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Position: \_\_\_\_\_

<b>EDUCATION</b>	
Name & Location of School	Degree, Certification
High School	
College	
Other	
Special qualifications/skills/certification/training	

Additional information you would like considered: \_\_\_\_\_

Have you been convicted of a felony in the past 7 years? Yes.  No.  If yes, list convictions:

(A conviction does not necessarily disqualify an applicant) **CONTINUED ON REVERSE SIDE**

**PRIOR EMPLOYMENT** (Start with most recent or current employer, attach additional list if needed)

<b>Employer:</b>	<b>Phone No:</b>	Dates From:	To:
Address:		Position:	
Duties:		Supervisor:	
		Starting Salary:	
Reason for leaving:		Ending Salary:	
<b>Employer:</b>	<b>Phone No:</b>	Dates From:	To:
Address:		Position:	
Duties:		Supervisor:	
		Starting Salary:	
Reason For Leaving:		Ending Salary	
<b>Employer:</b>	<b>Phone No:</b>	Dates From:	To:
Address:		Position:	
Duties:		Supervisor:	
		Starting Salary:	
Reason For Leaving:		Ending Salary	

**MILITARY SERVICE**

Branch of Service	Dates From	To	Rank & Duties	Date Discharged

**REFERENCES-TWO PERSONAL AND TWO PROFESSIONAL** (Not related or previous employers)

Name	Address	Yrs. Known	Telephone No.
Personal			
Personal			
Professional			
Professional			

I certify under penalty of perjury the information I have provided is accurate and complete, to the best of my knowledge. If the Spokane Tribe of Indians employs me, I understand that any misrepresentation, omission or false statement in the hiring process will be cause to terminate my employment. I consent to contact of references I have listed, or any other sources, about my prior employment, criminal background or personal history. I release the Spokane Tribe from any claims arising from its reliance on information that it may obtain. I reserve the right to know the name and address of any investigative agency used to obtain a copy of any report provided to the Spokane Tribe of Indians.

I understand this application is not an employment contract. A pre-employment drug test and random drug testing after employment may be mandatory. There is a mandatory 90-day orientation period on all positions. The Spokane Tribe may conduct a background investigation and require more information for certain positions. My typed, signed, printed, or electronic signature authorizes the Spokane Tribe to research and investigate the items I have submitted for review.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_  
 (Signature Required)

## IMPORTANT NOTICE

- A completed employment application is required. A resume and letters of recommendation may be included.
- To receive Indian Preference consideration, proof of tribal enrollment is required.
- An enrolled member of a federally recognized Tribe must provide a copy of his/her Tribal Enrollment Card.
- A direct descendent of the Spokane Tribe must provide a Certification of Indian Blood (CIB).
- A person seeking consideration as a spouse of a Spokane Tribal Member must provide proof of marriage.
- If the position requires a valid Washington Driver's License, you must provide a copy of your valid license.
- Proof of education is required for positions that require a college degree.

In order to receive consideration for any of the items listed above, documentation must be submitted with this application.