



# San Carlos Apache College

1 San Carlos Ave, Bldg. 3

Phone: (928)475-2016, Email: [hr@apachecollege.org](mailto:hr@apachecollege.org)

P.O. Box 344 San Carlos, AZ 85550

## Employment Application

Position applying for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First M.I. Last

Address \_\_\_\_\_

P.O. Box/Street City State Zip

Email address \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Are you an enrolled member of the San Carlos Apache Tribe: Yes \_\_\_\_\_ No \_\_\_\_\_ Enrollment No. \_\_\_\_\_

Are you an enrolled member of a federally recognized tribe? Yes \_\_\_\_\_ No \_\_\_\_\_ Enrollment No. \_\_\_\_\_

Do you have a valid driver's license: Yes \_\_\_\_\_ No \_\_\_\_\_ if not, is there anything that may prevent you from being eligible for a driver's license: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain?

Driver's license number \_\_\_\_\_ Driver's License State \_\_\_\_\_

How did you hear about this job opening? \_\_\_\_\_

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 been convicted of a crime other than a minor traffic offense? \_\_\_\_\_

If yes, please explain. A conviction will not necessarily disqualify an applicant from employment.

Have you ever been employed with San Carlos Apache College? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do any of your family members currently work for San Carlos Apache College? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, who?

(Family members: Spouse; Child; Grandchild; Parent; Grandparent; Brother or sister, whole or half blood, and their spouses; Spouse's parents, siblings, and children)

Do you have any experience, knowledge, skills, abilities, or qualifications that would especially fit you for work with San Carlos Apache College in the position you applied?

## Education

Do you have a High School Diploma/GED: Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any post-secondary education or equivalent courses of study pursued:

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
College/University			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Previous Employment

List all current and previous employment, beginning with your most recent employer:

Company Name & Address

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Mo./Yr. Mo./Yr.

Salary: \_\_\_\_\_ Starting \_\_\_\_\_ Ending \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe in detail the work you did including major responsibilities of your position:



## References

Employment References – Other than those listed above

Name and Occupation	Address	Telephone Number

## Veterans Preference

Are you claiming veteran's preference: Yes \_\_\_\_\_ No \_\_\_\_\_

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

## Disclaimer and Signature

**I certify that all information provided in this application is true and complete to the best of my knowledge. I authorize the investigation of any details or statements included in this application as needed to reach an employment decision. I understand that if I am offered and accept employment, I will comply with all policies and regulations of San Carlos Apache College. I also acknowledge that any employment offered is at will, and that nothing stated or done during the application or interview process creates an implied employment contract. I understand that incomplete applications will not be considered.**

*Indian Preference:* Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a "Certificate of Indian Blood" is required (please attach). Subject to our Indian Preference policy.

*San Carlos Apache College is an Equal Opportunity Employer.* All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, creed, religion, sex, age (40 and over), marital status, national origin, veteran status, disability, or any other classification protected by applicable federal, state, or local laws. Discrimination or harassment of any kind is strictly prohibited.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date