



San Carlos Apache College

Employment Application

Please return to Human Resources via the following methods: **Attention: Human Resources**

Email: hr@apachecollege.org

Mail: San Carlos Apache College
c/o Human Resources
PO BOX 344
San Carlos, AZ 85550

Phone: (928)475-2016

Position applying for: _____

Personal Information

Full Name: _____ Social Security Number: _____ Date of Birth: _____
First MI Last

Address _____
P.O. Box/Street City State Zip

Email address _____ Cell Phone: _____ Home Phone: _____

Indian Preference

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 ___

Tribe Name: _____

Enrollment No: _____

Driver's License Information

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 _____

Employment Eligibility

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 ___

Voluntary Self-Identification (Equal Employment Opportunity Information)

Please select one of the following:

- White (not of Hispanic Origin) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic Origin) – A person having origins in any of the Black racial groups of Africa.
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native – A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Prefer not to disclose

Background Information

Have you ever been convicted of a crime other than a minor traffic offense? Yes ___ No ___

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)

Qualifications

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 a High School Diploma/GED: Yes ___ No ___

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

College/University: _____ Address: _____
From: _____ To: _____ Graduated? Yes ___ No ___ Degree: _____

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From: _____ To: _____ Graduated? Yes ___ No ___ Degree: _____

College/University: _____ Address: _____
From: _____ To: _____ Graduated? Yes ___ No ___ Degree: _____

References

Please list three professional references. Persons whom have known you for at least one year and not related to you)

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

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

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

Employment History

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

Company Name & Address: _____

Phone: _____

Supervisor Name: _____

From (Month/Year): _____ To (Month/Year): _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

Job Duties and Responsibilities:

Company Name & Address: _____

Phone: _____

Supervisor Name: _____

From (Month/Year): _____ To (Month/Year): _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

Job Duties and Responsibilities:

Company Name & Address: _____

Phone: _____

Supervisor Name: _____

From (Month/Year): _____ To (Month/Year): _____

Salary: Starting _____ Ending _____

Reason for Leaving: _____

Job Duties and Responsibilities:

May we contact your present employer/supervisor? Yes No

May we contact your previous employers/supervisors? Yes No

Veterans Preference

Are you claiming veteran's preference: Yes _____ No _____

Branch: _____

From: _____ To: _____

Rank at discharge: _____

Discharge Characterization: _____

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 e 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: _____