

Yurok Economic Development Corporation Application for Employment

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Please provide the following: **1 Application for Employment** (completed in its entirety) for *each* position you apply to **2 Proof of Education** (attach copies of transcripts License / Certificate) **3. Proof of Tribal Membership if claiming Indian Preference or Spouse of Tribal Member.** **4. A current DMV print out.** All four (4) items are **MANDATORY** and must be submitted by **FINAL FILING DATE.** All incomplete applications will not be considered. The Human Resource Office will not contact you for any omitted documents. Please review the job description for any additional documentation you may be required to submit to be eligible for the position you have applied to.

POSITION APPLIED FOR: _____ **DATE:** _____

NAME: _____ **SOCIAL SECURITY #:** _____

ADDRESS: _____
Mailing Address City State Zip

EMAIL ADDRESS: _____

TELEPHONE: _____ **MESSAGE PHONE:** _____

WORK PHONE: _____ **MAY WE CONTACT YOU AT WORK?** Yes No

Check Yes or No for each of the following questions. Provide an explanation when necessary. You may use additional sheets if needed.

We recommend you also include a letter of interest for the position you are applying to, current resume, and letters of recommendation.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you now or have you ever been employed by the Yurok Tribe? If Yes, give position, dates and location of employment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you related by blood or marriage to any person presently employed by the Yurok Tribe? If Yes, give name, relationship, position and location of employment: _____ |
| | | Will you accept: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary Date you will be available: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever pled "guilty" or "no contest" to, or been convicted of any crime? (Answering, "yes" to this question will not necessarily disqualify applicant from the position.) If Yes, for each such arrest or conviction, please state: Where; When; and the Disposition of the case.

_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been discharged or forced to resign from any employment: If Yes, give details. _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a member of a federally recognized Tribe? If Yes, identify the Tribe: _____
(Provide a copy of your tribal I.D. if you are claiming Indian Preference) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you claiming spouse of a Yurok Tribal Member? You must submit marriage certificate or notarized statement from the parent and/or family member who accepted payment |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any physical condition that might limit your ability to perform the job for which you are applying? If Yes, how can we accommodate your needs? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you over 18 years of age? (If No, a work permit or proof of emancipation will be required.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you 21 or older? You must be 21 or older to be insured while operating government vehicles for the Yurok Tribe. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a citizen of the United States? (If hired, you will be required to submit proof of the legal right to work in the United States) |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a valid Drivers license? (A current motor vehicle report may be required, if driving is necessary for the position.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a High School graduate? Please circle one: High School Diploma or GED |

Special Training- List any training; trade, vocational or business schools; or manpower training programs that may help to qualify you for the position for which you are applying. Indicate type of training, where acquired, dates and duration, and whether you completed it successfully.

Title	State	Date Issued

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Licenses/Certificates- List any licenses or certificates you have which may help to qualify you for the position for which you are applying such as driver's license, typing or steno certificates, professional registration, etc.

Title	State	Number	Date Issued	Date Expires

College Attended:

Name of College	Location	Date (From/To)	Major	Units Compl.	Degree

References: Please DO NOT USE FAMILY MEMBERS - provide three (3) non-related contacts

Name	Business and Address	Telephone

Work History-list your work experience in order. BEGIN WITH YOUR PRESENT OR MOST RECENT JOB and work backward. Show promotions as separate jobs. Include applicable volunteer and military experience. Attach additional sheets if necessary. All work experience is utilized to determine your qualifications for the position you have applied to. THIS SECTION OF THE APPLICATION MUST BE COMPLETED ENTIRELY. Please do not write "see attached résumé" on application (This wil be considered an incomplete application)

<p>Dates of Work:</p> <p>From: _____ Month / Year</p> <p>To: _____ Month / Year</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time Hrs. per wk. _____</p>	<p>Employer's Name: _____ Supervisor's Name: _____</p> <p>Address: _____ Title: _____</p> <p>Telephone: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Your Title: _____ Wage (hr/mo/yr): _____</p> <p>Describe your duties:</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>
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Could you please take a few minutes and let us know how you heard about this job opening:

<input type="checkbox"/> Newspapers	<input type="checkbox"/> Triplicate	<input type="checkbox"/> Times Standard	<input type="checkbox"/> Two Rivers Tribune	<input type="checkbox"/> Northcoast Journal
<input type="checkbox"/> Friend				
<input type="checkbox"/> Tribal Website				
<input type="checkbox"/> Telephone				
<input type="checkbox"/> Other (Specify)				

Mail completed application to: YEDC PO box 1027, Klamath, CA 95548

For questions call Recruitment @ 1-707-482-0657

Applications can also be hand-delivered to YEDC 144 Klamath Blvd, Klamath, CA 95548

- It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have not been employed.
- I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representative for seeking such information and all other corporations or organizations for furnishing such information.
- The Employer is an equal opportunity employer who exercises's Indian preference. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by Yurok Tribal law or federal law.
- This application is current for only (60) days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

SIGNATURE OF APPLICANT: _____ DATE: _____