



## Confederated Tribes of the Chehalis Reservation

420 Howanut Rd (PO Box 536) Oakville, WA 98568

Phone: (360) 273-5911 | Fax: (360) 273-3861

www.ChehalisTribe.org Email: [Recruiting@chehalistribe.org](mailto:Recruiting@chehalistribe.org)

### APPLICATION FOR EMPLOYMENT

(Please Print Clearly)

Name			Date of Application
Last	First	MI.	
Present Address			Position(s) Applied For
Street			1.
City State Zip			2.
Residence Telephone: ( ) _____			
Cellular Phone: ( ) _____			
Email Address: _____			

**QUALIFICATIONS: Must meet minimum job requirements for consideration.** Please list any education, training, or specialized experience you feel relates to the position applied for that would help you perform the work such as schools, colleges, degrees, licenses, vocational or technical programs, military training, hobbies, etc.

School Name	City/ST	*Degrees, Licenses, Specialty Achievements, Experience or Training
High School:		( ) Diploma or ( ) G.E.D. ___/___ Date
Associate:		( ) Graduated ___/___ Date
Bachelors:		( ) Graduated ___/___ Date
Other:		( ) Graduated ___/___ Date
Other:		( ) Graduated ___/___ Date

*\* Please attach verification of degrees, certificates of completion, training received, college courses taken, and/or seminars attended.*

Have you worked for the Chehalis Tribe before? ( ) Yes ( ) No  
Department/Entity: \_\_\_\_\_  
Dates: \_\_\_\_\_

Are you 18 years of age or older? ( ) Yes ( ) No  
Do you have a valid driver's license? ( ) Yes ( ) No  
State: \_\_\_\_\_

Are you claiming Tribal Preference? ( ) Yes ( ) No

If yes, please provide the federally-recognized tribe you are enrolled with: \_\_\_\_\_

Are you legally eligible for employment in the United States? ( ) Yes ( ) No

Successful applicants will be required to provide proof of identity and eligibility for employment.\*

*\* Required by the Immigration Reform and Control Act*

Are there any days of the week you are not available to work? ( ) No ( ) Yes, please list \_\_\_\_\_

What shifts are you willing to work? ( ) Day ( ) Swing ( ) Night

If hired, on what date are you available to begin employment? \_\_\_\_\_

*Omissions or intentional misrepresentation may lead to the termination of any hiring process or tribal employment at any future date without notice.*

**EMPLOYMENT EXPERIENCE:** Beginning with your most recent position, please complete and account for a minimum of ten years of employment including U.S. military service (branch, dates, etc).

Do not enter “see resume” as incomplete applications may disqualify you from further consideration.

Present or Last Employer (Company Name)	Type of Business	Telephone
Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		
Previous Employer	Type of Business	Telephone
Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		
Previous Employer	Type of Business	Telephone
Address	Hire Date	Date Left
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Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		

*Attach additional sheets if necessary.*

## CHEHALIS TRIBE APPLICATION FOR EMPLOYMENT & AUTHORIZATION FOR RELEASE OF INFORMATION

1. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.
2. I certify that the facts and information in the application and in the attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.
3. I understand that I may be required to submit to pre- and/or post-employment drug and alcohol screening. I agree to such testing at the Chehalis Tribe's expense. I authorize the release of test results to the Tribe and its use to evaluate my suitability for employment. I also release the Tribe from any and all liability associated with the testing.

**REFERENCES:** Please list three (3) professional references\* who can attest to your professional skills and experience. Reference letters do not substitute for completing this section, however, may be included with application.

*\*Names should be of three persons, not related to you, who have known you at least three (3) years.*

Name	Address, Phone, Email	Company	Years Known
1			
2			
3			

**FOR HUMAN RESOURCES USE ONLY:** References Verified?      1. Y / N                      2. Y / N                      3. Y / N

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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### RELEASE FOR BACKGROUND/CRIMINAL INVESTIGATION

I **authorize** the investigation of all matters which the Chehalis Tribe deems relevant to my qualifications for employment, including all statements made in my application for employment and in any documents and supporting attachments. I authorize the Chehalis Tribe to request and receive such information, including a check for criminal convictions, and I release from liability any persons (such as former supervisors) or employers supplying it. I also release the Chehalis Tribe from all liability which might result from making the investigation.

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Former Name(s)</u>
<u>Date of Birth</u>	<u>Social Security Number</u>		
<u>Driver's License Number</u>	<u>State (Tribe)</u>	<u>Issue Date</u>	<u>Expiration Date</u>
<i>Or Tribal ID (Only if you do not have a State issued ID or DL)</i>			

**CRIMINAL CONVICTIONS:** Conviction of a crime is not an automatic bar to employment. The Chehalis Tribe will investigate only criminal convictions that relate to your fitness to perform the job for which you are applying. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied, will be considered.

Have you ever been convicted of a felony? ( ) Yes, Class: \_\_\_\_\_ ( ) No  
If yes, please explain: \_\_\_\_\_

If the position applied for involves driving, have you ever been convicted, pleaded nolo contendere, or paid a fine for any traffic violations in the past three (3) years? ( ) Yes, # of incidences: \_\_\_\_\_ ( ) No  
If yes, please explain: \_\_\_\_\_

Under Federal Law, specifically, the Adam Walsh Child Protection and Safety Act of 2006, 18 U.S.C. § 2550, all convicted sex and/or kidnapping offenders are required to register with the appropriate law enforcement agency in any jurisdictions in which they live, work, or attend school.

The Chehalis Tribal Code has adopted this registration requirement under Subsection 3.1.2.120, *et seq.* any sex and/or kidnapping offenders who live, work, or attend school within the exterior boundaries of the Chehalis Reservation or on property owned by the Tribe in fee or trust regardless of the location must register with Chehalis Tribal Law Enforcement.

***I have read the above statements and do hereby certify that my responses to the questions are true and correct to the best of my knowledge. Omissions or intentional misrepresentation may lead to the termination of any hiring process or tribal employment at any future date without notice.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The above information will remain confidential and separate from your application.**

## EQUAL EMPLOYMENT OPPORTUNITY AND TRIBAL PREFERENCE

It is the Chehalis Tribe's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex, or national origin. The Chehalis Tribe practices Tribal Preference in accordance with Chehalis Tribal Code and Personnel Policies.

To monitor the effectiveness of the Chehalis Tribe's recruitment efforts to provide Equal Employment Opportunity and Tribal Preference to its applicants, the Tribe requests your voluntary cooperation by indicating:

### Race or Ethnic Origin *(mark all that apply)*:

- ☐ Asian ☐ Native Hawaiian or other Pacific Islander  
☐ Black or African American ☐ White/Non-Hispanic  
☐ Hispanic or Latino ☐ Other: \_\_\_\_\_ ☐ Prefer Not to Answer  
☐ Native American/Alaskan **Veteran:** ☐ Yes ☐ No

### Gender:

- ☐ Female  
☐ Male

Dates of Service: \_\_\_\_\_

Branch of Military: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

## VERIFICATION OF TRIBAL PREFERENCE

- ☐ Enrolled Chehalis Tribal Member Enrollment Number \_\_\_\_\_  
☐ Spouse of an Enrolled Chehalis Tribal Member Spouse's Enrollment Number \_\_\_\_\_  
☐ Enrolled Member of another Tribe Name of Tribe \_\_\_\_\_  
(Attach copy of Tribal ID or CDIB)

## ADDITIONAL INFORMATION

### How did you first hear of this opening?

#### Chehalis Tribe

- ☐ Posting ☐ Tribe's Website ☐ From a Tribal Member Name: \_\_\_\_\_ ☐ From a Tribal Employee Name: \_\_\_\_\_

#### Website:

- ☐ WorkSourceWA  
☐ Indeed  
☐ LinkedIn  
☐ ZipRecruiter  
☐ CareerBuilder  
☐ Craigslist  
☐ School/College Website: \_\_\_\_\_  
☐ Other/Please list: \_\_\_\_\_

**Position(s) applied for:** 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**The above information will remain confidential and separate from your application.**