

NORTHERN CALIFORNIA INDIAN
DEVELOPMENT COUNCIL, INC
241 F STREET • EUREKA, CA 95501
PHONE (707) 445-8459 • FAX (707) 445-8479

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____
Last First Middle

ADDRESS _____
Mailing Address City State Zip

TELEPHONE: _ (____) _____ MESSAGE PHONE: _ (____) _____

WORK PHONE: _ (____) _____ MAY WE CALL YOU AT WORK? YES NO

CHECK YES OR NO TO EACH OF THE FOLLOWING QUESTIONS, EXPLAIN WHEN NECESSARY.

(Please type or print)

YES NO

Are you now, or have you ever been employed by NCIDC? If Yes, give position, dates and location of employment: _____

Are you related by blood or marriage to any person presently employed by NCIDC? If Yes, give name, relationship, position and location of employment: _____

Have you ever been discharged or forced to resign from any employment? If Yes, give details: _____

Will you accept: Full Time Part Time Temporary

What date will you be available for employment? _____

Are you over 18 years of age?
(If no, a work permit or proof of emancipation will be required.)

Do you have the legal right to remain permanently in the United States?
(If hired, you will be required to submit proof of the legal right to work in the United States.)

Have you graduated from high school? If No, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11

Special Training: List any training you have had which may help to qualify you for the position, which you are applying. Include trade, vocational and business schools and manpower training programs. Indicate type of training, where acquired, dates and whether you completed it successfully.

License/Certificates: List any license or certificates you have which may help you qualify for the position, which you are applying. Include typing or steno certificates, professional registration, etc.

Title	State	Number	Date Issued	Date Expires
-------	-------	--------	-------------	--------------

Education

Name	Location	Date: From/To	Major	Units	Degree

Yes No

May NCIDC contact your current or last employer if considering you for a job offer?

If No, explain _____

Work History — List your work experience, BEGINNING WITH YOUR PRESENT OR LAST JOB, in reverse order. Show promotions as separate jobs. Be sure to include appropriate military experience.

IMPORTANT: Check box if the job gave you specific experience in the position for which you are applying.

<input type="checkbox"/>	<p>Dates of Work</p> <p>From _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>To _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>Full Time <input type="checkbox"/></p> <p>Part Time <input type="checkbox"/></p> <p>Hrs. per week _____</p>	<p>Employer's Name _____ Supervisor's Name _____</p> <p>Address _____</p> <p>Phone # _____ Title _____</p> <p>Your Title: _____</p> <p>Describe your duties _____</p> <p>_____</p> <p>_____ Reason for leaving _____</p>
<input type="checkbox"/>	<p>Dates of Work</p> <p>From _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>To _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>Full Time <input type="checkbox"/></p> <p>Part Time <input type="checkbox"/></p> <p>Hrs. per week _____</p>	<p>Employer's Name _____ Supervisor's Name _____</p> <p>Address _____</p> <p>Phone # _____ Title _____</p> <p>Your Title: _____</p> <p>Describe your duties _____</p> <p>_____</p> <p>_____ Reason for leaving _____</p>
<input type="checkbox"/>	<p>Dates of Work</p> <p>From _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>To _____</p> <p style="text-align: center;">Mo. Dy. Yr.</p> <p>Full Time <input type="checkbox"/></p> <p>Part Time <input type="checkbox"/></p> <p>Hrs. per week _____</p>	<p>Employer's Name _____ Supervisor's Name _____</p> <p>Address _____</p> <p>Phone # _____ Title _____</p> <p>Your Title: _____</p> <p>Describe your duties _____</p> <p>_____</p> <p>_____ Reason for leaving _____</p>

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 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 representatives from seeking such information and all other corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. 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 local 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** _____