

# **Please Read Before Submitting Application**

**There are three ways to submit an employment application to the Sac and Fox Nation Human Resources Department**

- 1. The form can printed, filled out and mailed to:**

**Human Resources  
920883 S. Hwy 99 BLDG A  
Stroud, OK 74079**

- 2. The form can be printed, filled out and dropped off at the Administration Building in Stroud, OK or at the Shawnee Multi-Purpose Center in Shawnee, OK.**
- 3. The form can be completed using Adobe Acrobat. Once the form has been completely filled out, the form must be saved locally to your computer (in a place where it can be easily found) and then added as an attachment to an email. The email address to send the completed form is [donna.anders@sacandfoxnation-nsn.gov](mailto:donna.anders@sacandfoxnation-nsn.gov).**



Date Received by SFN \_\_\_\_\_

Vacancy Announcement # \_\_\_\_\_

**Application remains active for a maximum of 3 months.**

## Sac and Fox Nation Application for Employment

All questions must be answered carefully and completely. If you have a resume, please attach it to this application. PLEASE TYPE OR PRINT.

Date \_\_\_\_\_ Location Desired \_\_\_\_\_

Position Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Available to Work  Full-time  Part-time Date Available \_\_\_\_\_

### Personal Data

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

If you have ever worked under a different name, please provide this name(s) and dates employed under this name(s): \_\_\_\_\_

If yes, explain \_\_\_\_\_

Address \_\_\_\_\_

NUMBER & STREET

CITY

STATE

ZIP

Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Work Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you:

Yes  No Legally eligible for employment in the United States?

Yes  No Enrolled member of a federally recognized Native American Tribe? If yes, list tribe: \_\_\_\_\_

Yes  No A previous applicant?

Yes  No A previous employee, what position did you hold? \_\_\_\_\_

Yes  No A licensed driver? If yes, issuing state and number \_\_\_\_\_

Yes  No High school graduate or equivalency? Last high school attended \_\_\_\_\_

Yes\*  No As an adult, have you ever been convicted of a crime? (Do not report juvenile convictions, convictions under youth offender laws, convictions where the court has sealed the record.) Conviction will not automatically exclude you from employment consideration, but the nature of the conviction will be considered in relationship to the job for which you applied.

\*If yes, list offense, date and describe in detail: \_\_\_\_\_

### Post High School Education (amount of education considered necessary will vary according to job applied for)

Institution Name	Location	From	To	Degree	Major

**Work Experience** (Start with most recent position and list each employer for the past five (5) years. Use supplemental page, if necessary).

Present/Last Employer			Type of Business
Address			Telephone Number
Start Date	Leave Date	Last Salary	Reason for Leaving
Job Title		Supervisor and Title	May we contact? " Yes " No
Description of Duties			
Employer			Type of Business
Address			Telephone Number
Start Date	Leave Date	Last Salary	Reason for Leaving
Job Title		Supervisor and Title	May we contact? " Yes " No
Description of Duties:			
Employer			Type of Business
Address			Telephone Number
Start Date	Leave Date	Last Salary	Reason for Leaving
Job Title		Supervisor and Title	May we contact? " Yes " No
Description of Duties			

**Additional Skills or Experience**

List special skills you possess and specialized training, licenses or certificates you have received.

\_\_\_\_\_

For secretarial or clerical positions, list the computer equipment and business machines you operate: \_\_\_\_\_

\_\_\_\_\_

U. S. Military: Branch of Service \_\_\_\_\_ Rank at Discharge \_\_\_\_\_ Dates of Service \_\_\_\_\_

**Agreement** (Please read the following statements carefully.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and, if employed, may result in termination of employment if discovered at a later date.

I understand that any employment with Sac and Fox Nation is for an indefinite term and can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that hours of work will be set and may be changed by the Nation. I understand that upon being hired, I will have to prove authorization to work in the United States.

I authorize Sac and Fox Nation to make all necessary and appropriate investigation to verify the information contained herein and I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any), to provide any job-related information that may be required by SFN to arrive at an employment decision.

I understand that Sac and Fox Nation reserve the right to require its applicants to submit to drug tests. I understand that a positive drug test or refusal to submit to a drug test will preclude my application from further consideration.

**INDIAN PREFERENCE:** In filling positions, preference in selection will be given to qualified Indian preference candidates. Eligibility will be determined from current Sac and Fox Nation Personnel Policies and Procedures. **EQUAL EMPLOYMENT:** Except for Indian preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, disabilities, marital status or age.

Signed \_\_\_\_\_ Date \_\_\_\_\_

