

HOW TO APPLY

PLEASE FOLLOW THESE DIRECTIONS.

Please submit all copies of degrees attained, including high school diploma, GED Certificates, training certificates and proof of Indian Preference (copy of Indian ID) if it Applies. You will be ranked only if you have a complete application. If you do not submit copies of any information requested, you are subject to an incomplete application and will not be scored. Applicants who provide false information on their applications will be disqualified from consideration.

Application Checklist

- Application
- Proof of Enrollment
- Copy of College Transcript
- Copy of High School Transcript or GED Certificate
- Background Check- County-State-Tribal- Sensitive positions will require Federal.
- Indian Preference (if applicable)
- Veterans Preference (if applicable) – Form DD214
- Copies of any Diplomas/ Certificates (College/Training)
- Proof of Current Insurance in applicant's name.(if applicable)
- Proof of Current Driver's License.

REMEMBER – you will not be scored on an incomplete application. If the job Description asks for it; include it in your application packet. You can't be scored on What isn't included.

If you have any questions regarding the Application Process, feel free to call the

Personnel Office – Brittany Poitra 701- 477-2615.

Also, you can visit www.tmbci.org to get a copy of the Job Application Packet.

TURTLE MOUNTAIN BAND OF CHIPPEWA

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Date: _____ Position Applying For: _____ Social Security Number: _____
Name (Last, First, Middle): _____ Maiden Name: _____
Gender: M F Date of Birth: _____ Place of Birth: _____ Indian Preference: Y N
Mailing Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____

EDUCATIONAL BACKGROUND

High School: _____ Address: _____ Year Graduated: _____
College: _____ Address: _____ Year Graduated: _____ Degree: _____
College: _____ Address: _____ Year Graduated: _____ Degree: _____
College: _____ Address: _____ Year Graduated: _____ Degree: _____

* Please Provide Copies of Degrees, Certificates and/or License

Qualifications (list all skills and qualifications that you possess which you would considered for this position): _____

REFERENCES

* Please Provide Names of three (3) Individuals Not Related to You

Full Name of Reference _____ Present Address _____
1: _____ Phone Number _____
2: _____
3: _____

Employment History

* Please List Your Last Three (3) Employers, Beginning with the Most Recent

Job Title: _____ From: _____ To: _____ Employer: _____
Address: _____ Phone: _____ Supervisor: _____

Hourly Rate Starting: _____ Ending: _____ Reason For Leaving: _____
Description of Work: _____

Job Title: _____ From: _____ To: _____ Employer: _____
Address: _____ Phone: _____ Supervisor: _____

Hourly Rate Starting: _____ Ending: _____ Reason For Leaving: _____
Description of Work: _____

Job Title: _____ From: _____ To: _____ Employer: _____
Address: _____ Phone: _____ Supervisor: _____

Hourly Rate Starting: _____ Ending: _____ Reason For Leaving: _____
Description of Work: _____

* I authorize investigation of all statements contained in this application. - I understand that providing false information is grounds for non-employment.

Signature: _____ Date: _____