

American Horse School  
PO Box 660  
Allen, South Dakota 57714

Phone: (605) 455-1209

Fax: (605) 455-2249  
(605) 455-1045

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In compliance with Federal, State and Tribal Equal Employment Laws; qualified applicants are considered for all positions without regard to race, religion, sex, national origin, age, marital status or the presence of non-job related medical conditions or handicap.

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Date of application: \_\_\_\_\_ Position Applied for: \_\_\_\_\_  
 Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Are you known by any other name?  Yes  No If yes by what name? \_\_\_\_\_

Have you filed an application or been employed at American Horse School?  Yes  No

If Yes name the position \_\_\_\_\_

How did you learn of this job opening? \_\_\_\_\_

Do you need housing if selected for this position? **HOUSING UNAVAILABLE**

Do you claim Indian Preference in employment?  Yes  No If yes what tribe? \_\_\_\_\_

*\*Please submit enrollment document*

Do you claim Veterans preference in employment?  Yes  No If yes dates of duty: From \_\_\_\_\_ To \_\_\_\_\_

What was your branch of military services? \_\_\_\_\_ *\*Please submit copy of discharge papers*

Do you have any physical/medical condition that will limit your job performance?  Yes  No

If yes, please explain:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you wish to work  Full time  Part time

**Specify what days and hours you will be available for work:**

Monday	Tuesday	Wednesday	Thursday	Friday
Full Time:	Full Time:	Full Time:	Full Time:	Full Time:
Part Time:	Part Time:	Part Time:	Part Time:	Part Time:

Have you ever been convicted of a felony?  Yes  No If yes include date: \_\_\_\_\_



### Employment Experience

List all previous employment start with your present or most recent employer. Include military service and volunteer activities.

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Work Duties Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Work Duties Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Work Duties Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
4. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Work Duties Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
5. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Work Duties Performed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Please summarize special skills and qualifications that you have acquired from employment or other experience, such as typing, filling, auto mechanics, gardening, etc., that are pertinent to this position:

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What special skills or qualifications do you have that would make you a good candidate for this position?

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What would you like to pursue as a lifetime goal or occupation?

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Why do you wish to work at American Horse School?

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**Educational Experience**

School	Name & Address	Years or Credit Hours Completed	Graduated	Type of Degree or Certificate	Last Year Attended
Elementary			Yes ( ) No ( )		
High School			Yes ( ) No ( )		
College			Yes ( ) No ( )		
College			Yes ( ) No ( )		
Graduate			Yes ( ) No ( )		
Business/Trade			Yes ( ) No ( )		
Other			Yes ( ) No ( )		

*\*\* Attach a copy of transcripts or credit hours completed from all colleges attended.*

Do you speak, read, or write Lakota? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, check below:

Speak: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly  
 Read: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly  
 Write: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly

Do you speak, read, or write English? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, check below:

Speak: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly  
 Read: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly  
 Write: \_\_\_\_\_ Well \_\_\_\_\_ Fair \_\_\_\_\_ Poorly

List three (3) personal references (relatives included):

Reference Name	Position	Employer	Phone Number
1.			
2.			
3.			

Please have references listed above or former employers provide recommendations and return to the school with your application. (three (3) are required)

In case of emergency, notify:

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

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

Phone: \_\_\_\_\_

## AGREEMENT

I here certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision.

I hereby release employers, school or persons, from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

Interviewed? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, date: \_\_\_\_\_ Time: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

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

Recommend Employment: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Grade/Step: \_\_\_\_\_ Starting Wage: \_\_\_\_\_

List trade, professional or community organizations of which you are a mentor, including offices held:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_