



Caddo Nation

PO Box 487
 Binger, OK 73009
 P 405.656.2344
 F 405.656.2892

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

First Name		Last Name		Today's Date	
SSN				DOB	
Tribal Pref.		Vet. Pref.		Disability	
Tribal Affiliation					
Comments					
Current Address					
Home Phone			Mobile		
Valid Driver's License		State		DL#	

EMPLOYMENT DESIRED

Position		Start Date		Salary Range	
May we contact your present employer?				Yes	No
Have you ever been convicted of a felony or misdemeanor? If so, are you on supervised or unsupervised probation? Do you have any pending criminal charges against you? NOTE: A yes answer may not disqualify you for employment.				Yes	No
If yes, please explain:					
Have you been employed by the Caddo Nation before?				Yes	No
Do you have any relatives currently working for the Caddo Tribe?				Yes	No

If yes, please provide dates below:

	Employment Date	Position	Salary	Reason for Leaving
1				
2				
3				

FORMER EMPLOYERS

Dates		Reason for leaving	
Name		Address	
Title		Salary	
Duties			
Dates		Reason for leaving	
Name		Address	
Title		Salary	
Duties			
Dates		Reason for leaving	
Name		Address	
Title		Salary	
Duties			

You may use an additional sheet or you may attach a resume

EDUCATION

High School Name/Location					
Years		Graduated		Major	
College Name/Location					
Years		Graduated		Major	
Vo-Tech Name/Location					
Years		Graduated		Major	
Other Name/Location					
Years		Graduated		Major	

REFERENCES *(List three names not related to you)*

Name		Address			
Business		Phone		Years Known	
Name		Address			
Business		Phone		Years Known	
Name		Address			
Business		Phone		Years Known	

NOTICE AND ACKNOWLEDGEMENT

Important- please read carefully before signing acknowledgment

NOTICE REGARDING BACKGROUND INVESTIGATION

Caddo Nation of Oklahoma may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates, as well as past employment information in compliance with regulations of the US Department of Transportation (DOT), including 49 CFR Part 40 time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form on investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by PreHire Screening Services LLC, 1201 Sovereign Row, Oklahoma City, OK 73108. 1(866)405-4473. The scope of this notice and authorization is all-encompassing, however, allowing the Caddo Nation of Oklahoma to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school, or university (public or private, information service bureau, employer, or insurance company to furnish any and all background information requested by PreHire, another outside organization acting on behalf of the Caddo Nation of Oklahoma and/or the Caddo Nation of Oklahoma itself. I agree that a fax or photographic copy of this authorization shall be as valid as the original.

I request a copy of any credit report requested on me.

The following is for identification purposes only to perform the background check and will not be used for any other purpose:

Date		Legal Name			
Signature of employee or prospective employee					
SSN		Date of Birth		Driver’s License Number	
Current Address					
Previous Addresses <i>(Last 7 years)</i>					
Any other names I have been known by <i>(Including maiden name)</i>					

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to you file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give you consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or you state Attorney General. Federal enforcers are:

TYPE OF BUSINESS	CONTACT
Consumer reporting agencies, creditors, and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington DC 20560 1(877)382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 1(800)613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 1(202)452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 1(800)542-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 1(703)519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Ave. STE 100 Kansas City, MI 64108-2638 1(877)275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 1(202)366-1306
Activities subject to the Packers and Stockyards Act. 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 1(202)720-7051