



**Chehalis Tribal Enterprises**

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**APPLICATION FOR EMPLOYMENT**

(Please Print Clearly)

Name			Date of Application
Last	First	MI.	
Present Address			Position(s) Applied For
Street			1.
City	State	Zip	2.
Residence Telephone: ( ) _____			
Cellular Phone: ( ) _____			
Email Address: _____			
<b>QUALIFICATIONS: Must meet minimum job requirements for consideration.</b> Please list any education, training, or specialized experience you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, licenses, vocational or technical programs, military training, hobbies, etc.			
School Name	City/State	*Degrees, Licenses, Specialty Achievements, Experience, or Training	
High School:		( ) Diploma or ( ) G.E.D. ____/____Date	
Associate:		( ) Graduated ____/____Date	
Bachelors:		( ) Graduated ____/____Date	
Other:		( ) Graduated ____/____Date	
Other:		( ) Graduated ____/____Date	

*\*Please attach verification of degrees, certificates of completion, training received, college courses taken, and/or seminars attended.*

Have you worked for the Chehalis Tribe before? ( ) Yes ( ) No  
 Department/Entity: \_\_\_\_\_  
 Dates: \_\_\_\_\_

Are you 18 years of age or older? ( ) Yes ( ) No  
 Do you have a valid driver's license? ( ) Yes ( ) No  
 State: \_\_\_\_\_

Are you claiming Tribal Preference? ( ) Yes ( ) No  
 If yes, please provide the federally recognized tribe you are enrolled with: \_\_\_\_\_

Are you legally eligible for employment in the United States? ( ) Yes ( ) No  
 Successful Applicants will be required to provide proof of identity and eligibility for employment.\*

*\*Required by the Immigration Reform and Control Act*

Are there any days of the week that you are not available to work? ( ) No ( ) Yes, please list: \_\_\_\_\_  
 What shifts are you willing to work? ( ) Day ( ) Swing ( ) Night

If hired, on what date are you available to begin employment? \_\_\_\_\_

**Omissions or intentional misrepresentation may lead to termination of any hiring process or tribal employment at any future date without notice.**

**EMPLOYMENT EXPERIENCE:** Beginning with your most recent position, please complete and account for a minimum of ten years of employment, including U.S. Military service (branch, dates, etc.). Do not enter "see resume" as incomplete applications may disqualify you from further consideration. Attach additional sheets if necessary.

Present or Last Employer (Company Name)	Type of Business	Telephone
Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		
Present or Last Employer (Company Name)	Type of Business	Telephone
Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		
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Address	Hire Date	Date Left
Job Title	Reason for Leaving	
Job Duties and Responsibilities		

**CHEHALIS TRIBAL ENTERPRISES APPLICATION FOR EMPLOYMENT  
& AUTHORIZATION FOR RELEASE OF INFORMATION**

1. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.
  
2. I certify that the facts and information in the application and in the attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.
  
3. I understand that I may be required to submit to pre- and/or post-employment drug and alcohol screening. I agree to such testing at the Chehalis Tribe's expense. I authorize the release of test results to the Tribe and its use to evaluate my suitability for employment. I also release the Tribe from any and all liability associated with the testing.

**REFERENCES:** Please list three (3) professional references \* who can attest to your professional skills and experience. Reference letters do not substitute for completing this section; however, they may be included with the application.

*\*Names should be of three persons, not related to you, who have known you for at least three (3) years.*

Name	Address, Phone, Email	Company	Years Known
<b>1</b>			
<b>2</b>			
<b>3</b>			

***FOR HUMAN RESOURCES USE ONLY:*** References verified?    1. Y/N    2. Y/N    3. Y/N

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**EQUAL EMPLOYMENT OPPORTUNITY AND TRIBAL PREFERENCE**

It is Chehalis Tribal Enterprises policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex, or national origin. Chehalis Tribal Enterprises practices Tribal Preference in accordance with the Chehalis Tribal Code and CTE Personnel Policies.

To minor effectiveness of the CTE’s recruitment efforts to provide Equal Employment Opportunity and Tribal Preference to its applicants, CTE requests your voluntary cooperation by indicating:

**Race or Ethnic Origin** (mark all that apply):

- Asian
- Black or African American
- Hispanic or Latino
- Native American/Alaskan
- Native Hawaiian or other Pacific Islander
- White/Non-Hispanic
- Other: \_\_\_\_\_
- Prefer Not to Answer

**Veteran:**  Yes  No      Dates of service: \_\_\_\_\_  
 Branch of Military: \_\_\_\_\_      Type of Discharge: \_\_\_\_\_

**VERIFICATION OF TRIBAL PREFERENCE**

- Enrolled Chehalis Tribal Member      Enrollment Number \_\_\_\_\_
- Spouse of an Enrolled Chehalis Tribal Member      Spouse’s Enrollment Number \_\_\_\_\_
- Enrolled Member of another Tribe      Name of Tribe: \_\_\_\_\_  
 (Attach copy of Tribal ID or CBID)

**ADDITIONAL INFORMATION**

**How did you first hear of this opening?**

**Chehalis Tribe**

- Posting       Tribe’s Website       From a Tribal Member       From a CTE/Tribal Employee
- Name: \_\_\_\_\_      Name: \_\_\_\_\_

**Website:**

- WorkSource WA
- Indeed
- LinkedIn
- ZipRecruiter
- CareerBuilder
- Craigslist
- School/College Website: \_\_\_\_\_
- Other/Please list: \_\_\_\_\_

**Position(s) applied for:** 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

The above information will remain confidential and separate from your application.