



Employment Application

Haliwa-Saponi Indian Tribe

Post Office Box 99
39021 Highway 561
Hollister, NC 27844
jobs@haliwa-saponi.gov

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Tribe's Human Resources Department

Name _____ Social Security # _____
Last First Middle

Physical Address: _____
Number & Street Name City State Zip Code

Mailing Address: _____
Number & Street Name City State Zip Code

Telephone # _____ Mobile/Pager/Other Phone # _____ Email _____

Position(s) applied for _____ Date of application _____

Referral Source (Please check the appropriate category and name the source)

Walk-in _____
Employee _____
Advertisement _____
Website (Tribal/other) _____
Other _____

Will you travel if job requires it? Yes No
If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No
Will you work overtime if required? Yes No
If NO, please explain _____

If necessary, best time to call you at home is _____
AM
PM

May we contact you at work? Yes No
If YES, work number and best time to call:

_____ AM
_____ PM

Driver's License number required if driving may be required in the job for which you are applying. State: _____

If you are under 18 and it is required, can you furnish a work permit? Yes No
If NO, please explain _____

Have you ever been bonded? Yes No
Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been arrested for or charged with a criminal offense (other than minor traffic violations)? Yes No

Have you ever submitted an application here before? Yes No
If YES, give date(s) and position(s)

If YES, with regard to each offense, please provide the type of offense, the date and location of the arrest or charge, and its disposition (e.g. dismissal, not guilty, also provide the sentence imposed and the status of any probation, parole, or supervisory term).

Have you ever been employed here before? Yes No
If YES, give date(s) From _____ To _____

Are you legally eligible for employment in this country? Yes No

Have you ever pled "Guilty" or "No Contest" to, or been convicted of a felony? Yes No

Date(s) available for work _____

If YES, please provide date(s) and details

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Type of employment desired:

Full-Time

Part-Time

Substitute

Temporary

Give at least Three Personal References including Name, Address, and Telephone Number. Please exclude family members.			
Name	Address	Telephone	Number of Years Known

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary \$ Per	
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary \$ Per	
	Commission/Bonus/Other Compensation \$	
Summarize the type of work performed and job responsibilities.		

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary \$ Per	
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary \$ Per	
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Starting Job Title/Final Job Title	Hourly Salary \$ Per	
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary \$ Per	
	Commission/Bonus/Other Compensation \$	

Employment History (continued)

Summarize the type of work performed and job responsibilities.

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?		Compensation (Final)
		Hourly Salary \$ Per
		Commission/Bonus/Other Compensation \$

Summarize the type of work performed and job responsibilities.

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?		Compensation (Final)
		Hourly Salary \$ Per
		Commission/Bonus/Other Compensation \$

Summarize the type of work performed and job responsibilities.

Explain any gaps in your employment, other than those due to personal illness, injury, or disability _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If YES, please explain _____

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (check appropriate boxes, include software titles and years of experience.)

Word Processing _____	Years: _____	Internet _____	Years: _____
Spreadsheet _____	Years: _____	Other _____	Years: _____
Presentation _____	Years: _____	Other _____	Years: _____
E-mail _____	Years: _____	Other _____	Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Is there any other job-related information you want us to know about you?

OPTIONAL INFORMATION

Race (choose all that apply):

___ Alaska Native; ___ American Indian; ___ Asian; ___ Black or African American; ___ Native Hawaiian; ___ Pacific Islander; ___ White or Caucasian; Other: _____ (please explain)

If you intend to claim Indian/tribal preference, please provide name of enrolled Tribe and roll number, along with copy of your enrollment card or letter. Enrolled Tribe: _____ Roll #: _____

Sex(at birth): ___ Female; ___ Male Ethnicity: ___ Hispanic; ___ Non-Hispanic

If you need more space to write down your explanation(s), you can do so on the last page of this application form.

