



Little Traverse Bay Bands of Odawa Indians Employment Application



PERSONAL INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip _____

Telephone: _____ Alternate: _____ Cell: _____

E-mail address: _____

Are you a member of a federally recognized tribe? Yes No Tribal affiliation _____

Enrollment: _____ (When claiming Native American Preference, verification required when submitting application.)

APPLICATION

Employment Type: Full _____ Part-time _____ Temporary _____ Seasonal _____

Position Desired: _____ Years of Experience _____ Salary Expected _____

Second Choice: _____ Years of Experience _____ Salary Expected _____

Will you work any hours? Yes No Hours preferred _____

Referral Source: How did you hear of this position? Please check the appropriate category(s).

- LTBB Human Resources LTBB Web Site LTBB Employee LTBB Member
- Friend/Relative Counselor/Advisor Personal Research Odawa Trails Newsletter
- School/University posting Recruiting/Job Fair TV/Radio Ad Local Newspaper
- Flyer/Brochure Staffing Agency Other _____

GENERAL INFORMATION

Have you ever been, or are you currently, employed by the LTBB Government or any of its enterprises? Yes No

If yes: Department: _____ Title: _____ Start Date: _____ End Date: _____

Are you 18 years of age or older? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

If an alien, do you have the legal right to work in the United States? Yes No Visa or registration No. _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No If yes, please provide date(s) and details _____

(Note: A conviction record will not automatically be a bar to employment. Factors such as date of Offense, Rehabilitation, Seriousness and Nature of the Violation will be taken into account)

Do you possess a valid driver's license? Yes No State _____ License No. _____

If no, please explain _____



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EDUCATION & TRAINING BACKGROUND

| Institution | School, City, State | Years Completed | Course of Study | Graduate Yes/No | Degree Obtained |
|--------------------|---------------------|-----------------|-----------------|-----------------|-----------------|
| High School/GED | | | | | |
| College/University | | | | | |
| Graduate School | | | | | |
| Technical/Other | | | | | |

MILITARY SERVICE

| | |
|--|--|
| Describe your duties and special training(s): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | BRANCH OF SERVICE |
| | PERIOD OF ACTIVE DUTY (MONTH & YEAR) |
| | FROM: TO: |
| | RANK AT DISCHARGE |
| DATE OF FINAL DISCHARGE | |

Please list any special recognition or awards, etc. that you have received throughout your employment history:

Please list any special training, skills, qualifications, or other experiences that relate to this position(s):



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EMPLOYMENT HISTORY

| | | | |
|---|--------------------|-------|--|
| Employer: | Date | | Job Title: |
| Address: | From | To | Summarize Work Performed & Job Duties: |
| Telephone: | | | |
| Supervisor: _____ Title: _____ | Hourly Rate/Salary | | |
| Reason for Leaving: | Starting | Final | |
| May We Contact For References: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|---|--------------------|-------|--|
| Employer: | Date | | Job Title: |
| Address: | From | To | Summarize Work Performed & Job Duties: |
| Telephone: | | | |
| Supervisor: _____ Title: _____ | Hourly Rate/Salary | | |
| Reason for Leaving: | Starting | Final | |
| May We Contact For References: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

| | | | |
|---|--------------------|-------|--|
| Employer: | Date | | Job Title: |
| Address: | From | To | Summarize Work Performed & Job Duties: |
| Telephone: | | | |
| Supervisor: _____ Title: _____ | Hourly Rate/Salary | | |
| Reason for Leaving: | Starting | Final | |
| May We Contact For References: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

AGREEMENT

I hereby certify that the facts set forth in the application are true and complete, and I agree that you may investigate my statements in order to verify and expand upon the information given. I understand that if I fail to answer any question, or I give misleading or incomplete answers to any question, that alone is a sufficient basis for a failure to hire me, or if I have been hired, that alone is a sufficient basis for my immediate termination.

In support of my application for employment with the Little Traverse Bay Bands of Odawa Indians (LTBB) Government, I hereby authorize the LTBB, its employees and authorized agents to verify any information I have given. Any previous employer is hereby authorized to release any and all documents which, by agreement with me, have been designated as confidential or sealed. I hereby expressly release and hold harmless any person or organization who provides information or record relating to me from any liability under state, federal or tribal privacy laws. Such release does not cover the intentional or grossly negligent supplying of false information. I hereby expressly release and hold harmless the LTBB and its agent's enterprises that reasonably require such information.

I understand that this is an application for employment and that no employment contract is being offered. I agree and acknowledge that should I become employed by the LTBB I will adhere to the policies and directives of the Tribal Council.

Signature: _____ Date: _____