YAVAPAI-APACHE NATION HUMAN RESOURCES
phone (928) 567-1062 fax (928)567-1064

EMPLOYMENT APPLICATION

I am applying for: _____ Application Date: _____
List Position

How did hear about this position: ☐ Social Media ☐ YAN Webpage ☐ Online Ad ☐ Other _____
Please specify

PERSONAL INFORMATION

Name: _____ _____ _____
Last Name Full First Name Full Middle Name

Mailing Address: _____ _____ _____ _____
Street/P. O. Box City State Zip Code

Street Address: _____ _____ _____ _____
Street City State Zip Code

Phone: _____ Cell: _____ Email: _____
(area code and number) (area code and number)

Are you an Enrolled Member of the Yavapai-Apache Nation? Yes ☐ No ☐

Are you an Enrolled Member of another Tribe? Yes ☐ No ☐ Tribal Affiliation: _____

Are you a Veteran of the United States Military? Yes ☐ No ☐ If yes, dates of Service _____

Do you have a Valid Driver License? Yes ☐ No ☐

Are you legally eligible to work in the United States? Yes ☐ No ☐

If yes, is your right Permanent? Yes ☐ No ☐ Temporary? Yes ☐ No ☐

Social Security # _____

Have you been convicted of a crime other than minor traffic violations? Yes ☐ No ☐
If yes, please describe fully, including date, location and disposition of the conviction. (Convictions do not automatically disqualify candidates. The date of conviction and nature of the offenses will be considered.)

EDUCATION

	SCHOOL AND LOCATION		YEARS OR DATE COMPLETED
High School	Name	City/State	Year(s)/Diploma (yes/no)
GED or Equivalency	Name	City/State	Year(s)/Degree
College	Name	City/State	Year(s)/Degree
Degree(s)	Name	City/State	Year(s)/Diploma (yes/no)
Professional Designations	Name	City/State	Year(s)/Degree
Trade, Business or Correspondence School	Name	City/State	Year(s)/Degree
Graduate Degree	Name	City/State	Year(s)/Degree

Do you speak a foreign language? ☐ Yes ☐ No

Language: Fluent ☐ Good ☐ Fair ☐

REFERENCES

Please provide the names of three (3) people not related to you, whom you have known for at least three (3) years.

Name	Mailing Address	(area code and number)	Relationship
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Within the context and intent of Tribal, Indian and Veterans preference and position minimum requirements, the Nation will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, ancestry, sexual orientation or political belief.

EMPLOYMENT HISTORY

Beginning with your most recent employer, please list your employment history for the **past 10 years**. Attach additional pages if necessary.

1. Employer _____ Start Date _____ *End Date _____

Address _____ _____ Starting Salary _____ Ending Salary _____
City State

Job Title _____ Contact Number _____
(area code and number)

Responsibilities _____

Reason for Leaving _____

* If currently employed, may we contact your employer: Yes ☐ No ☐

2. Employer _____ Start Date _____ End Date _____

Address _____ _____ Starting Salary _____ Ending Salary _____
City State

Job Title _____ Contact Number _____
(area code and number)

Responsibilities _____

Reason for Leaving _____

3. Employer _____ Start Date _____ End Date _____

Address _____ _____ Starting Salary _____ Ending Salary _____
City State

Job Title _____ Contact Number _____
(area code and number)

Responsibilities _____

Reason for Leaving _____

4. Employer _____ Start Date _____ End Date _____

Address _____ _____ Starting Salary _____ Ending Salary _____
City State

Job Title _____ Contact Number _____
(area code and number)

Responsibilities _____

Reason for Leaving _____

IN CASE OF AN EMERGENCY, NOTIFY:

NAME: _____

ADDRESS: _____

PHONE NUMBER ( ) _____ WORK PHONE NUMBER () _____

RELATIONSHIP: _____

DECLARATION AND RELEASE

I, _____ (print name), in consideration of employment with Yavapai-Apache Nation (YAN), hereby authorize YAN, to utilize, in part, in total and/or none, of the following indexes, including but limited to, background checks, reference checks, and/ or employment verifications on applicant. These checks may include, but are not limited to, information, data, discussions, records review, history verifications and/or, any and all other documents pertaining to applicant, directly and/or indirectly and may include, but is not limited to, discussions with present and/or former supervisors, coworkers, business associates, and/or other individuals, that YAN may, in its sole discretion, believe can offer, relevant, related information, including but not limited to, applicants suitability for employment, temperament and/or manifestations of judgment, integrity, character and/or the lack thereof. YAN may also verify information that applicant has provided on this "Employment Application" and/or accompanying "Resume" and/or, any and all "Other" documents submitted, or to be submitted, by applicant, to the Yavapai-Apache Nation.

I authorize the investigation, verification and/or interrogation and/or corroboration, regardless of form, of all my statements, contained herein, including the "references" applicant has provided to YAN. Further, applicant agrees to cooperate by providing, in a timely manner, any and/all information concerning any/all previous, current and/or concurrent employment, including salary and/or wage information, reason(s) for separation and/or any and all "other" information and/or data, provided to YAN, by and through the application process. Applicant, hereby authorizes the immediate release of any/all, including but not limited to, information, data, records, irrespective of form, that may directly and/or indirectly pertain and/or reference applicant, including but not limited to, any/all information, data, records, statements etc. the entity may possess and/or can access, and applicant releases all cooperating parties from any and all liability for any and all damage, that may or may not result from, including but not limited to, providing, making available, disclosing, referencing etc. to the Yavapai-Apache Nation.

I understand, **The Yavapai-Apache Nation (YAN) is an "At Will" employer**. I agree and understand, that if I become an employee of the YAN, my employment is "At Will" and therefore, has no definite period of time, and, that as an "At-Will" employer, the Nation may terminate and/or separate, an employee from employment, with The YAN at any time, with or without providing information, notice, cause and/or economic and/or any other business or non-business reasons. I agree and understand, that if I become an employee of the YAN, my employment is "At Will" and therefore, I (applicant/employee), including but not limited to, may depart, exit, leave, separate and/or not return to the YAN at any time, with or without providing information, notice, cause and/or economic and/or any other business or non-business reasons.

I understand and agree that if employed, if I have ever been convicted of a sexual offence in any jurisdiction that I may be required to register under Title 24: Yavapai-Apache Nation Sex Offender Registration and Notification Code.

I understand and agree that as a condition of my employment, I will be required to undergo a pre-employment drug screen and/or test, in accordance with the "Yavapai-Apache Nation's Zero Tolerance Drug Free Workplace Policy."

I also understand and agree, that, if employed by The YAN,, I will be required to comply with the Nation's policy of random drug testing.

DECLARATION AND RELEASE: CONTINUED

I also acknowledge that if the position with The YAN requires the operation of a motor vehicle, within the course and scope of my employment, I understand and agree that, I **will be required to be insurable by the Nation's insurance** carrier.

I hereby certify, that the information, data, references and, any/all other type or types of information contained in this application and/or accompanying documents, prepared and/or reviewed and/or under the control, of and by applicant, is true, correct, and complete, to the best of my knowledge, belief and understanding. Further, if applicant is employed or becomes employed at any time with the YAN; "False Statements" on this application, in total and/or in part, shall be grounds for immediate dismissal.

"Application" is defined to include any information that accompanies my "Employment Application," including but not limited to, my resume, credential(s) and/or other supporting documentation.

Signature Date

Preference will be given to qualified applicants who are members of federally recognized Indian tribes.
To be considered for Indian Preference you must submit your Certification of Indian Blood (CIB) with your application.

Yavapai-Apache Nation Human Resources Department
2400 West Datsi Camp Verde, Arizona 86322
phone (928) 567-1062 fax (928) 567-1064