

Marty Indian School

P.O. Box 187
Marty, S.D. 57361
Phone: (605) 384-5431 - FAX: (605) 384-5933

EMPLOYMENT APPLICATION

Qualified applicants are considered without regard to race, color, religion, national origin, sex, age, marital status or the presence of a non-job related medical condition or handicap.

Date of application _____ Position applied for _____

How did you learn of the job opening? _____

Name: _____ Social Security Number: _____
Last First Middle

Address: _____
Street/PO Box City State Zip Code

Telephone: _____ Do you have a Driver License?
Circle (yes) (no)

Are you known by another name to references/previous employers? [] Yes [] No

If yes, by what name? _____

Are you a member of a federally recognized tribe? [] Yes [] No

If yes, what tribe? _____ Please submit enrollment information.

Are you a veteran of the United States military? [] Yes [] No

If yes, what branch? _____ Please submit a copy of your discharge papers.

Have you been convicted of a felony? [] Yes [] No - If yes, include date(s) and reason (s)

Do you understand a language other than English? [] Yes [] No

If yes, what language? _____ - check appropriate box below.

Speak [] Good [] Fair [] Poor

Read [] Good [] Fair [] Poor

Write [] Good [] Fair [] Poor

What special skills or qualifications do you possess? (ie., typing, filing, computer, etc...)

Why do you wish to work at this school? _____

Personal References (excluding relatives)

	Name and Occupation	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Educational Background

	school name and address	years/credits completed	graduated (yes/no)	type of degree or certificate	last year attended
high school	_____	_____	_____	_____	_____
college	_____	_____	_____	_____	_____
technical/trade	_____	_____	_____	_____	_____
other	_____	_____	_____	_____	_____

[Attach a transcript of courses and credits successfully completed]

Employment Experience

- Employer _____ Address _____
 Job Title _____ Supervisor _____
 Employment dates: from _____ to _____ Pay: start _____ final _____
 Work Performed _____

 Reason for leaving _____
- Employer _____ Address _____
 Job Title _____ Supervisor _____
 Employment dates: from _____ to _____ Pay: start _____ final _____
 Work Performed _____

 Reason for leaving _____
- Employer _____ Address _____
 Job Title _____ Supervisor _____
 Employment dates: from _____ to _____ Pay: start _____ final _____

Work Performed _____

Reason for leaving _____

4. Employer _____ Address _____

Job Title _____ Supervisor _____

Employment dates: from _____ to _____ Pay: start _____ final _____

Work Performed _____

Reason for leaving _____

Acknowledgements

I certify the answers I have provided are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal and other related matters as may be necessary in making an employment decision.

I, hereby, release any individual from all liability in responding to inquiries in connection with this application.

I understand that false or misleading information provided in my application or interview may result in my termination from employment.

Applicant Signature: _____ Date: _____

**Mary Indian School
Reference Form**

To the applicant: This reference form must be filled in by a former employer, supervisor or someone who has first hand knowledge of your abilities. It must be sent directly from the person providing the reference to the Personnel Office at Mary Indian School.

Applicants Name _____ Position applied for _____

To my knowledge/experience the above named applicant: (rate your reponse)

5 - Excellent 4 - Good 3 - Fair 2 - Poor 1 - Don't Know

- 1. has the willingness to do extra tasks assigned _____
- 2. has the ability to work effectively with people _____
- 3. is punctual and consistent in attendance _____
- 4. completes assigned tasks in a competent manner _____
- 5. takes the initiative in completing tasks without constant supervision _____
- 6. works cooperatively with supervisor and other staff _____

How long have you known the applicant? _____

Under what circumstances did/do you know the applicant? _____

How long was the applicant under your supervision? _____

Comments: _____

Signature _____ Position _____ Date _____

NEW/TEMPORARY EMPLOYEE BACKGROUND CHECK
BEFORE EMPLOYMENT BEGINS

- * Public Law 101-647 The minimum investigate requirement for volunteers or new school employees is a **CRIMINAL HISTORY BACKGROUND CHECK**. For all Office of Indian Education Programs (OIEP) volunteers/new employees, please refer to 62 BIAM regulations.
- * Fingerprints (Local Law Enforcement)

Name of Applicant/Volunteer: _____

Address: _____

Home Phone Number: _____

Social Security Number: _____

Place of Birth: _____

Date of Birth: _____ Age: _____

I understand that to be employed at Marty Indian School, I must first submit to a criminal background check and have my fingerprints done by local law enforcement.

Applicant's Signature

Date