



# Southern Ute Indian Tribe

## Human Resources Department

P. O. Box 737 – 356 Ouray

Ignacio, CO 81137

Phone: (970) 563-0100 FAX: (970) 563-0302

### APPLICATION FOR EMPLOYMENT

#### APPLICATION PROCEDURES

**If you are applying for a position within the Justice and Regulatory Department, please do not complete this application.**

**Please ask the receptionist for the Justice and Regulatory Application.**

1. A complete and signed Application must be submitted to the Human Resources Office by 5:00 p.m. on the closing date of the position for which you are applying.
2. A separate Application must be completed for each position.
3. Please be sure the Application is filled out accurately and completely, including a complete employment history. If you need more space, attach a separate sheet of paper using the same format. Incomplete or modified applications will not be considered.

POSITION APPLIED FOR: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

SOCIAL SECURITY #: --

Are you a Southern Ute Tribal Member? Yes  No  Census # \_\_\_\_\_

Are you an American Indian Spouse of a Tribal Member? Yes  No

Are you enrolled in a federally recognized Indian tribe? Yes  No   
If so, what Tribe? \_\_\_\_\_ Census # \_\_\_\_\_

Are you a Veteran? Yes  No  If so, do you have documentation? \_\_\_\_\_

Do you have a current, valid drivers' license? Yes  No

License # \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please list any traffic violations you have been convicted of within the past four years: \_\_\_\_\_

Has your driver's license been revoked in the past 3 years? \_\_\_\_\_

**WORK HISTORY**

Please list your complete employment history, beginning with the most recent employer. Please be sure to list supervisor's name, telephone number and dates of employment. If you need more space, attach a separate sheet of paper using this same format.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Wage: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Wage: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Wage: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\*\*\*\*\*

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Wage: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Describe work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**(If more space is needed for complete work history, please attach additional sheets or use the back.)**

Please explain below any gaps in employment history of more than 2 months: \_\_\_\_\_

**(If more space is needed, please attach additional sheets or use the back.)**

**EDUCATION**

	School Name	Location	Diploma, Degree or Certificate
High School			
College			
University			
Vocational			
Other			

Please list any special certificates, accreditations or licenses not listed above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB RELATED SKILLS**

FAX Machine       Photo Copy Machine       Multi-line phone   
MS Word     Excel       Other Computer Programs: \_\_\_\_\_  
Other job related skills: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime or pled guilty as part of a deferred judgment? Yes     No

(A "Yes" answer **will not** automatically disqualify you from consideration for tribal employment.)

If yes, list all crime(s), court(s), approximate date(s), and disposition of the case(s).  
\_\_\_\_\_  
\_\_\_\_\_

Are you under 18 years of age? Yes     No

If hired for this position, when would you be available for work? \_\_\_\_\_

**Please check to be sure you have completed this application.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

The information I have supplied is correct to the best of my knowledge, and I understand that any falsification, omission, misrepresentation, or misstatement of information or facts constitutes grounds for rejection of my Application for Employment or dismissal from subsequent employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TERO Preferences and Veteran preference will be applied.**

**Acknowledgements**

I understand that neither this document nor any offer of employment from the Southern Ute Indian Tribe constitutes an employment contract unless a specific document to that effect is executed in writing and approved by the Tribal Council.

I understand that my failure to complete or sign the Application for Employment will disqualify me from future consideration for employment.

I understand that the Southern Ute Indian Tribe reserves the right to interview applicants in order to obtain further clarification on education, experience, knowledge and skill to determine whether the application meets the minimum qualifications for the position. Granting an interview neither confirms an application has met the minimum qualifications of the position nor does it assure employment.

I understand that consideration for employment in this position is contingent upon the results of a reference and/or background check. I therefore authorize the Southern Ute Indian Tribe to investigate all statements made on my Application for Employment and to discuss the results of its investigations with those responsible for hiring. I further authorize the Southern Ute Indian Tribe to contact my former employer(s) and any listed references or other persons who can verify information, and I give my consent for the former employer(s) and other contacted persons to respond to questions pertaining to information on this Application for Employment. Further, I release from liability the Southern Ute Indian Tribe and such former employer(s) or other persons contacted by, and providing information to, the Southern Ute Indian Tribe.

I understand that if hired, the Southern Ute Indian Tribe has the right to search desks, lockers, handbags, briefcases, personal belongings, or vehicles brought onto tribal premises.

I understand that if hired, benefits, rules and policies of the Southern Ute Indian Tribe may be changed, modified, eliminated or added at any time at the Southern Ute Indian Tribe's sole discretion and without prior notice.

I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any falsifications, omissions, misrepresentation, or misstatements, of information or facts may be grounds for rejection of my Application for Employment or dismissal from subsequent employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**INCOMPLETE or INACCURATE APPLICATIONS WILL NOT BE CONSIDERED.**  
**Before submitting your application, please check the following:**

- Have you answered every question completely and accurately?
- Have you given us a detailed and accurate criminal background history, including dates, location, and charges you have been convicted of? You must include **ALL** crimes you have been convicted of or pled guilty to as part of a deferred judgment. You must also include **ALL** traffic violations you have had in the past 4 years.

**NOTICE:** A conviction **will not** automatically disqualify you for consideration for Tribal employment, but failure to completely disclose a conviction or a guilty plea as part of a deferred judgment **will** automatically disqualify you.

- Have you listed your entire employment record including dates of employment and reason for leaving prior employment?
- Have you explained all gaps in your employment?
- Have you listed **all** your job-related skills?
- If you have any questions regarding the application process please call the Human Resource Department at 560-0100 ext. 2421 or ext. 2426 to speak to an HR Generalist.

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Applicant's Signature

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Date

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