All hiring, training, development and promotions within the Tribe shall include preference criteria which create employment opportunities and paths for promotions and learning to increase management opportunities for qualified applicants and/or qualified employees *who are Tribal Members, parents or spouses of Tribal Members, and enrolled Members of other Federally Recognized Tribes.* With this as an exception NHBP is an equal opportunity employer and does not discriminate against any qualified applicants on the basis of genetics, age, race, color, gender, national origin, religion, pregnancy, handicap, or disability, veterans or veteran status.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | | | |  | | | | |  | |
| Position applied for: | | | |  | | Social Security #: | | |  | | |
| Project title: | |  | | | | | Date of birth: |  | | | |
| Desired pay range: | | |  | |  | | | | | |  |
|  | | | Hourly/Salary | |  | | | | |  | |

**PERSONAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | |  | | |  | | | |  | |
|  | Last | | | | First | | | Middle | | | |  | |
| Address: | |  | | | |  | |  |  | | | |  |
|  | | Street | | | | City | | State | County | | | | Zip |
| Phone Numbers/e-mail: | | | |  | |  |  | | |  | | | |
|  | | | | Home | | Work | Cell | | | Email | | | |
| **EMERGENCY CONTACT INFO** | | | | | |  | |  | | |  | | |
|  | | |  | | |  | |  | | |  | | |
| Name | | | Relationship | | | Address/City | | State/Zip | | | Contact Number | | |

Have you been convicted of (or entered a plea of guilty or no contest to) a felony?  Yes  No

If yes, please explain: (A conviction of guilty/no contest plea will not necessarily result in the denial of employment, rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

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Have you been convicted of (or entered a plea of guilty or no contest to) any misdemeanor crimes involving theft or fraud?  Yes  No

If yes, please explain: (A conviction or guilty/no contest plea will not necessarily result in the denial of employment, rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

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Have you been convicted of (or entered a plea of guilty or no contest to) any misdemeanor crimes involving violence against persons (i.e. assault & battery) or any sex offense?  Yes  No

If yes, please explain: (A conviction or guilty/no contest plea will not necessarily result in the denial of employment, rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

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Are you employed currently?  Yes  No

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| **High School** |  |  |  |
| **College or University** |  |  |  |
| **Specialized Training, Trade School, etc…** |  |  |  |
| **Other Education** |  |  |  |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in the above mentioned position.

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**PREVIOUS EMPLOYMENT**

**Please list beginning from most recent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates Employed** | | **Company Name** | | **Location** | **Title** |
|  | |  | |  |  |
| **Job tasks performed:** |  | | | | |
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| **Reason for leaving:** | |  | **Employers Contact #:** | |  |

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| --- | --- | --- | --- | --- | --- |
| **Dates Employed** | | **Company Name** | | **Location** | **Title** |
|  | |  | |  |  |
| **Job tasks performed:** |  | | | | |
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| **Reason for leaving:** | |  | **Employers Contact #:** | |  |

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| --- | --- | --- | --- | --- | --- |
| **Dates Employed** | | **Company Name** | | **Location** | **Title** |
|  | |  | |  |  |
| **Job tasks performed:** |  | | | | |
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| **Reason for leaving:** | |  | **Employers Contact #:** | |  |

**PROFESSIONAL/PERSONAL REFERENCES** (List at least 2 professional and 1 personal)

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| --- | --- |
| Name: | Telephone Number: |
| Employer Name/Address: | Relationship: |

|  |  |
| --- | --- |
| Name: | Telephone Number: |
| Employer Name/Address: | Relationship: |

|  |  |
| --- | --- |
| Name: | Telephone Number: |
| Employer Name/Address: | Relationship: |

I certify that the answers given herein are true and complete to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that if I fail to answer any question, or if I give misleading or incomplete answers to any question, that alone is sufficient basis for my being disqualified as a candidate for employment with NHBP. If I am hired prior to disclosure of such behavior, that alone is sufficient basis for my immediate termination.

I understand that completion of this Application for Employment does not guarantee that I will be employed by the NHBP.

I understand that if I am considered for a position where I am required to drive, I will be required to have and maintain a satisfactory driving record as a condition of my employment. I agree to allow Nottawaseppi Huron Band of the Potawatomi access to my driving record prior to my potential hire and if hired, I give Nottawaseppi Huron Band of the Potawatomi the right to check my record periodically thereafter. I further agree to report any license suspensions, serious accidents or offenses, or any other conditions to my supervisor immediately that may affect my ability to drive, after I am hired. If a requirement of the position, I agree to obtain a driver’s license prior to hire if I do not already have one.

I understand that the company will use this information for employment purposes and not furnish this information to a third party without my written consent.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could affect adversely on the NHBP. I understand this decision is to rest with the NHBP. If employed, I agree to hold in strictest confidence any information concerning the NHBP, its Insured, and its Agents which may come to my knowledge.

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| **Applicant Signature** | **Date** |

I acknowledge that I agree to update completely, on a yearly basis, my application for future employment opportunities.

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| Initials |

*All applicants will be required to pass a drug screening and provide us with the following:*

* *Photo ID (Driver’s license, student ID, Tribal ID, or state ID)*
* *Social Security or Birth Certificate*
* *Will be required to sign a release for background checks and drug screening (Must pass drug screen and must not have any felony convictions for the last 2 years/24 months)*
* *An NHBP application must accompany a resume or you will not be considered*
* *All areas of the application must be filled (even if a resume is sent) out thoroughly to be considered*

**NHBP HIRING SELECTION (PLEASE MARK TIER APPLICABLE TO YOU)**

Tier I – NHBP Tribal Member – Tribal Enrollment #       (proof of Tribal ID will be required)

Tier II – Spouses of Tribal Members, Parents of Tribal Members, (proof will be required)

Tier III – Members of other Federally Recognized Tribe

Tribal Enrollment #      , Tribe Affiliation

Other – Non-Native

**Tribal Member/Native American Preference**

“Indian preference will be applied in accordance with the NHBP Tribal Member/Indian Preference Employment Code.” Indian sovereignty support and Indian preference initiatives are mandatory.

**(EOE) Employment Practices Code (FEPC)**