



Fort McDowell Yavapai Nation Application for Employment

P.O. Box 17779

Fountain Hills, Arizona 85269

Phone 480-816-7118 • Fax 480-816-0419

PERSONAL DATA (Please Print or Type)

Social Security Number (Optional)

Date of Application

Email Address

Home Phone

Message Phone

Name _____
Last First Middle

Address _____
City State Zip Code

At what telephone number may we contact you during business hours? _____
Area Code Phone No.

Are you authorized to work in the United States? Yes _____ No _____

Are you claiming Indian Preference? Yes _____ No _____ If yes, State Tribal Affiliation _____ Roll No. _____

POSITION DESIRED (Check all that Apply)

Full-Time Part-Time Temporary Summer Only Rotation (all shifts)

Specify day and hours available _____

Position(s) applied for _____

Salary Requirements: _____

Applicable current professional certification(s) or licensure(s) / State: _____

Will family/relatives be your immediate supervisor for this position? Yes _____ No _____ If Yes, List name _____

REFERENCE CHECKS

List three (3) references that are not relatives or previous employers:

Name _____ Address _____

City _____ State _____ Zip Code _____ Telephone No. _____

Name _____ Address _____

City _____ State _____ Zip Code _____ Telephone No. _____

Name _____ Address _____

City _____ State _____ Zip Code _____ Telephone No. _____

How were you referred to Fort McDowell Yavapai Nation? Check all that apply

Self Referred Friend Relative FMYN Employee Advertisement (Specify) _____

Agency Job Fair (Location)

Have you previously been employed by the Fort McDowell Yavapai Nation or Enterprise? When? _____ Where? _____

Have you previously applied for employment at Fort McDowell Yavapai Nation? Position? _____ When? _____

CAREER OBJECTIVES

Describe your career goals: _____

EMPLOYMENT HISTORY

List all relevant work experience. Begin with your most recent position. Attach additional pages if more space is needed.

Do we have your permission to contact your present employer? Yes No

Employer _____ Dates Employed _____ To _____

Address _____ Telephone # _____ Salary _____ Hours per Week _____

Supervisor _____ Reason for Leaving _____

Your Title _____ Duties _____

Employer _____ Dates Employed _____ To _____

Address _____ Telephone # _____ Salary _____ Hours per Week _____

Supervisor _____ Reason for Leaving _____

Your Title _____ Duties _____

Employer _____ Dates Employed _____ To _____

Address _____ Telephone # _____ Salary _____ Hours per Week _____

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Employer _____ Dates Employed _____ To _____

Address _____ Telephone # _____ Salary _____ Hours per Week _____

Supervisor _____ Reason for Leaving _____

Your Title _____ Duties _____

EDUCATION

		Number of years Completed	Major	Graduate? Yes or No?	Type of Degree or Diploma
High School	Name		N/A		
	Address				
Trade School or College	Name				
	Address				
	Name				
	Address				
	Name				
	Address				

Job Applicable continuing education, seminars, workshops, etc., _____

Job Applicable professional memberships and activities _____

CRIMINAL OFFENSES

Have you ever been arrested for, convicted of, forfeited bond for, or pleaded *nolo contendere* (no contest) or guilty to, **any felony offenses** under Federal or Arizona law or similar charges under the laws of any other jurisdiction:

Yes _____ **No** _____

Have you ever been arrested for, convicted of, forfeited bond for, or pleaded *nolo contendere* (no contest) or guilty to, **any felony offenses** under Federal or Arizona law or similar charges under the laws of any other jurisdiction:

- | | | |
|--------------------------------|---|--|
| any crime of violence | sexual assault | sexual molestation |
| unlawful sexual contact | prostitution | sexual exploitation |
| crime against persons | DUI | drug or alcohol related offense |
| embezzlement | money laundering | |
| theft | any crime where money or property were taken | |

Yes _____ **No** _____

If you answered yes to any of the above please provide the date, exact offense, and name of the court below.

Applicant Signature _____ Date _____

AUTHORIZATION TO RELEASE INFORMATION

I have filed an application for employment with the Fort McDowell Yavapai Nation. I understand that the qualifications for some employment positions require a thorough background investigation including, but not limited to: criminal history, previous employment, professional or other licensing, registration or certification, credit history, financial information and character.

I hereby authorize and request all persons, business entities, governmental departments and agencies, and courts to whom this authorization and request is presented having information relating to or concerning me to furnish such information to a duly appointed representative of the Fort McDowell Yavapai Nation solely for the purpose of determining eligibility for employment with the Fort McDowell Yavapai Nation, whether or not such information would otherwise be protected from disclosure by a constitutional, statutory, or common law privilege.

I hereby authorize and request all persons, business entities, governmental departments and agencies, and courts to whom this authorization and request is presented having documents relating to or concerning me to permit a duly appointed representative of the Fort McDowell Yavapai Nation to review and obtain copies of all such documents solely for the purpose of determining eligibility for employment with the Fort McDowell Yavapai Nation, whether or not such information would otherwise be protected from disclosure by a constitutional, statutory, or common law privilege.

I do, for myself, my heirs, executors, administrators, successors and assigns, hereby release, remise, and forever discharge the person whom this authorization and request is presented, and his agents and employees, from all actions, causes of actions, suits, debts, judgments, executions, claims and demands whatsoever known and unknown in law or equity, which I ever had, now have, may have, or claim to have against any person to whom this authorization and request is presented or his agents or employees, arising out of or by reason of complying with this authorization and request.

I agree to indemnify and hold harmless the person to whom this authorization and request is presented, and his agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney’s fees, arising out of, or by reason of, complying with this authorization and request.

A reproduction of this authorization and request by photocopy or similar process shall be, for intents and purposes, as valid as the original.

Applicant Signature _____ Date _____

CONDITION OF CONSIDERATION FOR EMPLOYMENT

I certify that the information provided herein is true and complete to the best of my knowledge. If employed, I understand that false and misleading information given in my application or interview may result in termination of employment. I also authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I understand that an employment offer is contingent upon successful completion of any pre-employment medical examinations requested by the Fort McDowell Yavapai Nation. I further understand that any condition that may preclude my ability to perform the essential functions of job and such condition cannot be reasonably accommodated will disqualify me from consideration for employment in the job for which I applied. If employed, I also authorize Fort McDowell Yavapai Nation to conduct investigations as required for this position.

I understand that specific positions at Fort McDowell Yavapai Nation may require me to provide evidence of an acceptable driving record and a valid Arizona Driver’s license.

I agree to submit to a Pre-employment drug test according to Fort McDowell Yavapai Nation Policy. If employed, I agree to submit to random drug testing as directed by the Fort McDowell Yavapai Nation Human Resources and I understand that evidence of illicit drug use or abuse may result in suspension and/or discharge.

I understand that employment at Fort McDowell Yavapai Nation is “at will” meaning that employment may be terminated at anytime by either party.

I understand that all conditions of employment including but not limited to hours, benefits, and salary are subject to change by Fort McDowell Yavapai Nation at anytime.

I understand the Fort McDowell Yavapai Nation is a smoke-free work environment and smoking is prohibited in all non-smoking areas of property owned, leased or operated by Fort McDowell Yavapai Nation including vehicles, buildings, grounds, etc.

I understand that if I have convicted of a sex offense, as a condition of employment, I shall comply with the requirements of the Title I of the Adam Walsh Child Protection and Safety Act of 2006, the Sex Offender Registration and Notification Act (SORNA).

If employed, I agree to abide by all policies, regulations and guidelines established by the Fort McDowell Yavapai Nation.

Applicant Signature _____ Date _____