



Employment Application

Red Cloud Indian School is an equal opportunity employer.

Position applying for _____

General Information

Name (last, first and middle initial) _____

Social security number (optional) _____

Street address _____ City, State, Zip _____

Home phone _____ Work phone _____ Cell phone _____

Are you authorized to work in the United States? Proof of authorization will be required post hire. Yes No

Training and Education

Circle highest grade completed: 8 9 10 11 12 GED BACHELORS MASTERS

High School / College / Other training Major / Subject Degree / Certificate

1) _____

2) _____

3) _____

Additional Skills

Describe skills relevant to the job for which you are applying.

Skill Type of Experience Level of Experience

Office equipment, computers, software _____

Technical skills, professional licenses _____

Heavy equipment, machinery _____

Other _____

Can you perform the essential functions of the job with or without reasonable accommodation? Yes No

Background Information

Each case is considered separately based on job duties and performance areas.

Do you have a valid South Dakota State Driver's License? Yes No Other state _____

If position applied for involves driving, have you been convicted, pleaded no contention or paid a fine for any traffic violation over the past three (3) years? Yes No

If yes, please explain _____

Why do you want to work for Red Cloud Indian School?

How / where did you hear about the position for which you are applying? *Circle all that apply.*

Friend of relative City employee Employment security Newspaper ad City job bulletin City job hotline

Other (*please specify*) _____

Employment History

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience, and periods of unemployment. The following section MUST be completed, even if a resume is submitted.

Employer _____ Employed from _____
Address _____ Supervisor _____
Phone _____ Hours worked/week _____ Starting salary _____
Position _____ Last salary _____
Primary duties _____
Number of employees supervised by you ____ May we contact your employer? _____ Supervisor's phone _____
Reason for leaving _____

Employer _____ Employed from _____
Address _____ Supervisor _____
Phone _____ Hours worked/week _____ Starting salary _____
Position _____ Last salary _____
Primary duties _____
Number of employees supervised by you ____ May we contact your employer? _____ Supervisor's phone _____
Reason for leaving _____

Employer _____ Employed from _____
Address _____ Supervisor _____
Phone _____ Hours worked/week _____ Starting salary _____
Position _____ Last salary _____
Primary duties _____
Number of employees supervised by you ____ May we contact your employer? _____ Supervisor's phone _____
Reason for leaving _____

Professional References

Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance.

Name	Place of employment / title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by Red Cloud Indian School, for dismissal. I authorize Red Cloud Indian School to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release Red Cloud Indian School from any liability for future references it may provide regarding my work history.

I understand that employment with the Employer is “at –will” which means that either the Employer or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the President or his/her Representative has any authority to alter the foregoing.

Full name _____

Signature _____ Date _____