



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 _____

Email Address _____

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 State Driver's License? Yes No List the State in which DL is issued _____

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

Read and Sign:

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.

In accordance with Red Cloud Indian School, Inc. policies and assurances to the Drug Free Workplace Act of 1988, I understand that any offer of employment is conditional upon my ability to perform essential duties of the position offered and the satisfactory results of a pre-employment drug test.

I understand that either refusal to submit to the substance abuse screen or a positive drug test may result in revocation of a conditional offer of employment or termination of my employment, as applicable.

Print Full name

_____ Date _____

Signature

_____ Date _____