



Gila River Indian Community

APPLICATION INSTRUCTION SHEET

IMPORTANT INFORMATION TO APPLICANTS

- All postings have a closing date. Complete applications must be received in Human Resources prior 5:00 p.m. on the closing date to be considered.
- Positions are subject to close without notice.
- Applications are only accepted for positions that are currently posted.
- When applying for several positions, separate applications and supporting documents are required for each job.
- Once an application is submitted, it becomes an official record of Gila River Indian Community and cannot be returned. Please make copies prior to any application submittal.
- The Gila River Indian Community accepts resumés only when accompanied by a completed application.
- Please tell us if you change your address or phone number. If we cannot locate you, you may miss a chance at a job.

ADDITIONAL REQUIREMENTS

If the position has additional requirements (i.e., motor vehicle report, fingerprint card, copy of educational degree, and/or *other* as specified in the job posting) supporting documentation must be included at the time the application is submitted. We only accept complete applications with supporting documents.

NOTE: There may be additional requirements once an offer is extended. In those instances continued employment may be contingent upon a successful outcome.

HIRING PREFERENCE

The Gila River Indian Community exercises the following order of preference when considering applicants:

- (1) Enrolled Community members
- (2) Enrolled member of a federally recognized tribe
- (3) All other applicants

DRUG-FREE WORKPLACE

The Gila River Indian Community conducts pre-employment drug testing to all prospective employees.

TIPS FOR COMPLETING THE EMPLOYMENT APPLICATION

1. Be complete. It's always best to fill in all sections of the application form. If a question doesn't apply, write in "N/A" for "not applicable". Feel free to attach a resume, but you still need to fill out the application in its entirety. Include your complete mailing address and be sure to sign and date the application. Remember to include any additional required documents with your application (i.e., motor vehicle report, fingerprint card, veteran proof, copy of educational degree, and/or *other* as specified in the job posting). If an application is mailed or faxed without this information and it is required, the applicant will automatically be disqualified for consideration.

2. Provide supplemental information as appropriate. If there are items that need additional explanation, feel free to attach a separate sheet of paper. Applications are screened and individuals are selected for interviews based on the written information provided. So generally what we know about you is what you tell us on the application.

3. Be accurate and truthful. Be sure to properly represent your education and experience. Leaving out employment history constitutes falsification of an application.

4. Disclosing Information. All convictions for any law or ordinance violation, regardless of date of occurrence, must be reported. This includes DUI, shoplifting, reckless driving, and others; also include convictions that have been set aside or pardoned [*parking tickets, speeding tickets and such do not have to be listed*]. We perform criminal background checks of which convictions externally and within tribal courts will be revealed. Convictions will not necessarily disqualify an applicant from employment but failure to disclose them is a disqualifying factor. The severity and pertinence of a conviction in relation to the position applying for will be considered.



Gila River Indian Community

P.O. Box 97, Sacaton, AZ 85147

Phone: 520-562-9800

Employment Application

Fax: 520-562-9809

Job Announcement# (located at top left hand corner of Posting)		Social Security Number (required)		Date of Birth
Last Name		First Name		M.I.
Current Physical Address		City and County	State	Zip Code
Current Mailing Address		City and County	State	Zip Code

List your previous street addresses for the past 10 years (attach additional sheet if more space is needed).

From	To	Previous Address	City	State	County

Email Address

[Disclosure of your email address authorizes GRIC to contact you regarding your application at this email address]

Home Phone			Cell Phone		Work/Message Phone	

Check your response to each question

Are you at least 18 years old?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If applying for Police or Detention Officer, are you at least 21 years old?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently employed by GRIC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever worked for GRIC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to either of the above questions, please list your name while employed.

--	--	--	--	--	--

Do you have any relatives working for GRIC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If you answered yes, please list name, relationship, and department.

--	--	--	--	--	--

Have you ever been arrested for, charged with, or convicted of a crime other than a minor traffic offense?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

If you answered yes, list each offense, year charged, name of the court, and disposition. NOTE: Criminal convictions or arrests may not automatically disqualify you from employment but failure to provide this information will disqualify you.

--	--	--	--	--	--

****Background checks are required for positions that involve contact with or control over Community Children in accordance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C Sections 3201 through 3210 and C.F.R. Part 63 and positions that have regular contact with the Elderly.**

Human Resources Use Only

Received By:	Date	Reviewed By:	Date:
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	Reason for Rejection _____	

Check all you are willing to accept

Employment Type: Regular Full-time Regular Part-time Temporary Full-time Temporary Part-time

Shifts: Day Evening Rotating Weekends Any Available

Education

Did you receive a High School Diploma or G.E.D.? Yes No

College/University	Address/Phone Number	Degree Obtained	Graduation Date

***Copies of degrees/diplomas/transcripts/certificates must be attached for educational background to be considered during the screening and interview process.**

Does this position require a 39-month motor vehicle record (MVR)? Yes No
 If yes, you must attach a copy of your MVR to this application.

Professional Licenses and Certifications

Type	Lic/Registration #	Expiration Date	Licensed to practice in AZ?

Computer Program Knowledge

Please rate your skill and knowledge of the following	NONE	BASIC	MODERATE	ADVANCED
Excel				
Outlook				
PowerPoint				
Word				

LIST YOUR WORK RECORD FOR THE LAST 10 YEARS. Begin with your present or most recent experience and work your way backwards. If jobs held prior to 10 years ago relate to the position you are applying for, list those also. If you held more than one position with the same organization (including GRIC or military service) list each separately.

Work History

Current or Last Employer	Address	Phone Number
Job Title	Supervisor's Name	Dates of Employment
		From To

Duties and Responsibilities

Were you a supervisor? Yes No # of staff supervised

Reason for Leaving?

Work History			
Previous Employer	Address	Phone Number	
Job Title	Supervisor's Name	Dates of Employment	
		From	To
Duties and Responsibilities			
Were you a supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		# of staff supervised	
Reason for Leaving?			
Work History			
Previous Employer	Address	Phone Number	
Job Title	Supervisor's Name	Dates of Employment	
		From	To
Duties and Responsibilities			
Were you a supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		# of staff supervised	
Reason for Leaving?			
Work History			
Previous Employer	Address	Phone Number	
Job Title	Supervisor's Name	Dates of Employment	
		From	To
Duties and Responsibilities			
Were you a supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		# of staff supervised	
Reason for Leaving?			

Hiring Preference <i>(Circle all that apply*)</i>				
	Spouse of a Community Member	Veteran	RIF	
*Supporting documentation must be attached to this application.				
The Hiring Preference (GR-107-18) exercises the following order of preference when considering applicants: 1) Enrolled Community Member, 2) Enrolled Member of a federally recognized tribe, (Native Americans must meet membership requirements of an established tribe AND submit documentation verifying membership), and 3) All other applicants. Preference points will be awarded as follows during the interview process: Five (5) preference point to Spouse of Community Member (with proof of spouse enrollment); Ten (10) preference point to Veteran (must meet statutory requirements and submit documentation for verification purposes); Eight (8) preference points to former Community member employees released from GRIC Employment as a result of Reduction in Force within the past 12 months.				

Personal References			
Name	Phone Number	Years Known	Relationship

Emergency Contact			
Name	Address	Phone Number	Relationship

Applicant Consent to Release Liability and Reference Information

I, _____ (print name), in consideration of employment with Gila River Indian Community (GRIC), hereby authorize GRIC to perform background checks, reference checks and employment verifications on me. These checks may include, but are not limited to discussions with : supervisors, coworkers, business associates, or other individuals that GRIC, in its sole discretion, believes may have relevant job related information regarding my suitability for employment. GRIC may also verify information that I have provided on my employment application and/or resume.

I agree not to assert any demands, damages, claims, suits or causes of action of any kind against GRIC, its offenders, employees, agents or the organizations, officers, employees, and agents contacted arising out of GRIC performing a good faith effort to check my employment references.

I acknowledge that my failure to authorize GRIC to check my references shall disqualify me from consideration from employment. I acknowledge that GRIC has made no representation that employment will be offered to me upon the completion of reference checks.

I understand that the position I am applying for may require a satisfactory background check.

I acknowledge that employment at GRIC may be conditioned upon satisfactory completion of an employment medical assessment, which may include a screening test for the presence of controlled substances. Continued employment would be continued upon the successful completion of any additional medical assessments that may be reasonably requested by the GRIC. Upon reasonable suspicion, GRIC may require that I participate in further urinalysis screening tests for the presence of controlled substances.

I also acknowledge if the position requires driving in the course of work, I understand that I will be required to possess a current and valid driver's license and understand that I will be required to provide a copy of my driving record.

I hereby verify, that the information contained in this application is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose misrepresentation or falsification, my application will be rejected, and I may be dismissed from employment and disqualified from future employment with Gila River Indian Community.

A photocopy or facsimile (fax) of this form that shows my signature shall be as valid as the original.

Applicant Signature

Date