

PASCUA YAQUI TRIBE

HUMAN RESOURCES DEPARTMENT

7474 South Camino De Oeste Tucson, Arizona 85746

Phone: (520) 883-5040 Fax: (520) 883-5036



APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES OFFICE ONLY

Date Received: _____ Received By: _____ Logged by: _____ H.R. Specialist: _____ Dept Review: _____

Position Applied For: _____

How did you learn about this vacancy:

- Tucson Newspaper Internet Job Summary Other: _____
 Walk In Tribal Employee

Have you worked for the Yaqui Tribe previously? YES NO Dates: _____

Name: _____

Last

First

Middle

Mailing Address: _____

P.O. Box/Street Address

City

State

Postal Code

Telephone Number: () _____ Message Number: () _____

Are you registered with a Federally recognized Indian Tribe? YES NO

If yes, What
Tribe: _____

Are you the spouse of an Enrolled PYT Member? YES NO

(If hired verification will be required by
Law)

Are you a Veteran? YES NO If yes, What rank & type of discharge: _____

Indicate Language(s) Spoken: English Yoeme Spanish Other

PASCUA YAQUI PREFERENCE ACT OF 2000: Members of the Pascua Yaqui Tribe shall be given preference in employment and promotions for positions with the Pascua Yaqui Tribe. For persons who meet the above minimum required qualifications, preferential treatment shall be based on the following criteria and shall be given in the following order: 1) Enrolled Members of the Pascua Yaqui Tribe. 2) Spouses of Enrolled Member of the Pascua Yaqui Tribe 3) Enrolled Members of other recognized Tribes. 4) All Others

Applicant Name:

E D U C A T I O N				
	Name and Address	Course of Study	Did you Graduate	List Degree(s) Awarded
High School / G.E.D.	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Business or Trade School	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College or University	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Graduate School or Other	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

Please submit proof of Transcripts, Degrees, Diplomas or Certificates

S P E C I A L I Z E D T R A I N I N G
List any specialized training, apprenticeship and skills you may have received that relates to this position <i>(include number of hours and course content)</i>
List any job related certificates or licenses that relates to this position.
List any equipment proficiencies/software/word processing applications you are familiar with?
Current typing speed:

O T H E R R E L E V A N T I N F O R M A T I O N

P E R S O N A L R E F E R E N C E S			
List three (3) individuals whom you have known at least three years. <i>(Do Not List Relatives or Supervisors)</i>			
Name	Address	City/State/Zip Code	Telephone Number
Name	Address	City/State/Zip Code	Telephone Number
Name	Address	City/State/Zip Code	Telephone Number

Applicant Name: _____

EMPLOYMENT HISTORY (Cont.)

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip Code: _____	How many people did you supervise? _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting Pay: _____ Ending Pay: _____
Reason for Leaving: _____	
Duties:	

GENERAL INFORMATION

Are you currently employed? YES NO May we contact your present employer? YES NO

Are you authorized to work in the U.S.? YES NO Are you over the age 18? YES NO (Employment is subject to verification of lawful work status and the minimum legal age)

Do you have a valid driver's license? YES NO

Do you have any DUI's or major traffic offenses within the past three (3) years? YES NO

Have you ever been convicted of a crime? (*Misdemeanors apply*) YES NO

Have you been convicted of a felony in the past the (10) years which has not been annulled, expunged or sealed by a court? YES NO

If yes please explain; include date, place, details and disposition of case (A conviction is not necessarily a bar to employment). Use a separate sheet of paper to complete these questions.

List name(s) of relatives(s) working for the Pascua Yaqui Tribe (*Family members and in-laws apply*)

Name	Relationship	Department	Title

This application is a legal document and must be completed in full. Offers of employment are made contingent on references, pre-employment testing and background investigation.

I hereby declare that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any deliberate falsification, omission, or misstatement of facts in my application or resulting interviews could result in termination of my employment. I understand the application and all supporting documents are the property of the Pascua Yaqui Tribe Human Resources Department. I understand that if I am hired, I am required to abide by all rules, regulations, and policies of the Pascua Yaqui Tribe Employee Handbook.

Signature: _____ Date: _____