



Caddo Nation

PO Box 487
Binger, Oklahoma 73009
Ph.: (405) 656-2344 or (405) 656-2345
Fax: (405) 656-2892

APPLICATION FOR EMPLOYMENT (PLEASE USE BLACK INK)

PERSONAL INFORMATION

TODAY'S DATE: _____

FIRST NAME: _____

LAST NAME: _____

SSN#: _____

D.O.B.: _____

TRIBAL PREF.: Y ___ N ___ VET. PREF.: Y ___ N ___ DISABILITY: Y ___ N ___

TRIBAL AFFILIATION: _____

COMMENTS: _____

CURRENT ADDRESS: _____

TELEPHONE# HOME: () _____ WORK/MSG: () _____

VALID DRIVER'S LICENSE: Y ___ N ___ STATE: _____ D.L.# _____

EMPLOYMENT DESIRED

POSITION: _____ START DATE: _____ SALARY RANGE: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Y ___ N ___

Have you ever been convicted of a felony or misdemeanor? If so, are you on supervised or unsupervised probation?
Do you have any pending criminal charges against you? NOTE: A yes answer may not disqualify you for
employment. Y ___ N ___ If yes, please explain: _____

HAVE YOU BEEN EMPLOYED BY THE CADDO NATION BEFORE: Y ___ N ___

IF YES, PLEASE PROVIDE DATES BELOW:

	EMPLOYMENT DATE	POSITION	SALARY	REASON FOR LEAVING
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

FORMER EMPLOYERS:

DATES: _____ REASON FOR LEAVING: _____
NAME/ADDRESS: _____
TITLE/SALARY: _____
DUTIES: _____

DATES: _____ REASON FOR LEAVING: _____
NAME/ADDRESS: _____
TITLE/SALARY: _____
DUTIES: _____

DATES: _____ REASON FOR LEAVING: _____
NAME/ADDRESS: _____
TITLE/SALARY: _____
DUTIES: _____

(YOU MAY USE AN ADDITIONAL SHEET OR YOU MAY ATTACH A RESUME)

EDUCATION:

HIGH SCHOOL NAME/LOCATION: _____
YEARS: _____ GRADUATED: Y ___ N ___ MAJOR: _____

COLLEGE NAME/LOCATION: _____
YEARS: _____ GRADUATED: Y ___ N ___ MAJOR: _____

VO-TECH NAME/LOCATION: _____
YEARS: _____ GRADUATED: Y ___ N ___ MAJOR: _____

OTHER NAME/LOCATION: _____
YEARS: _____ GRADUATED: Y ___ N ___ MAJOR: _____

REFERENCES: (LIST THREE NAMES NOT RELATED TO YOU)

NAME/ADDRESS: _____
BUSINESS: _____ PHONE: _____
YEARS KNOWN: _____

NAME/ADDRESS: _____
BUSINESS: _____ PHONE: _____
YEARS KNOWN: _____

NAME/ADDRESS: _____
BUSINESS: _____ PHONE: _____
YEARS KNOWN: _____

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The Caddo Nation of Oklahoma recognizes its responsibility to create and maintain a workplace free from the illicit or inappropriate use of a controlled substance, drugs or other dedications by its employees. The Caddo Nation has a mandatory drug testing policy for its employees and new-hires. Every employee will comply with the mandatory and random drug testing policy.

I authorize investigation of all statements contained in this application. I authorize contact with any and all persons given as character references in this application. I understand that misrepresentation or omission of facts in this application is cause for dismissal or denial of hire. Furthermore, I understand and agree that my employment is for no definite period and I may be terminated at anytime without previous notice, regardless of the date of payment of my wages and/or salary.

Signature of Applicant

Date

In Case of Emergency Notify:

NAME

ADDRESS

PHONE#

RELATION TO APPLICANT:

PROBATION EMPLOYMENT

All persons who are recruited for regular full-time employment are considered probationary employees. The probation period shall be a minimum of (90) ninety calendar days. The probation period is defined as the period during which an employee's fitness and capabilities to perform the duties of his/her job are evaluated by the Business Manager, Program Director and/or Tribal Officials. Instruments used in this process are observation and the performance appraisal form. When an employee does not perform satisfactorily during their probationary period, the Business Manager or Program Director will inform the employee in writing of their termination from the organization with reason stated and will not be offered the option of the appeal or grievance process. I understand and comply with this directive.

Signature of Applicant

Date