



GAAWAABAABIGANIKAAG GABEGIKENDAASOWIGAMIG WHITE EARTH TRIBAL & COMMUNITY COLLEGE

White Earth Tribal & Community College is an Equal Opportunity Educational Institution and EEO Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**Equal Opportunity Employer. Indian and Veteran Preference Policies will apply.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid information will not be considered for any position.

Position Applying For:	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	Birthdate: (Optional)
Social Security Number:	Home Phone:	Work Phone:	Cell Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a veteran of the U.S. Armed Forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, which branch:
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current workplace, job title and department?	
Have you ever been employed by WETCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current WETCC employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity at WETCC? Check all that apply: <input type="checkbox"/> Ad in newspaper <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Website <input type="checkbox"/> Walk/In <input type="checkbox"/> Referral by employee/friend <input type="checkbox"/> Other:			
Do you have a disability that would limit your job performance for the position in which you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain:			
Are there any workplace accommodations which would assure or enable you to perform your job to the maximum capability? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain:		On what date are you available for work?	

Have you been convicted of a felony within the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:	Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please explain:
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EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE - Please detail your work history as related to the position you are applying for. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Please explain any gaps in employment. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: White Earth Tribal & Community College reserves the right to contact all current and former employers for reference information.

Dates Employed From: To	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Primary duties:		Reason for Leaving:

Dates Employed From: To		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:			Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:
Dates Employed From: To		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:			Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:			Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

I authorize White Earth Tribal & Community College to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.

I agree to submit to a criminal background investigation, and/or screening for illegal substances upon conditional offer of employment.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of White Earth Tribal & Community College serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States.

I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first three months of regular employment represent a probationary period, during which I would not be eligible for benefits, to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

INDIAN PREFERENCE:

****In order to qualify for Indian Preference, complete the following information. If you do not wish to claim Indian Preference or are non-Indian, please check the applicable box.**

****Check ONLY ONE that best describes your Tribal Affiliation**

White Earth Enrolled – Enrollment #: _____

White Earth Descendent (Must complete information below to claim White Earth Descendent)

Father's Full Name	Date of Birth	Tribal Affiliation
Mother's Full Name (Including Maiden)	Date of Birth	Tribal Affiliation

MCT (Minnesota Chippewa Tribe Member) – Enrollment #: _____

Leech Lake/Cass Lake

Boise Fort/Nett Lake

Grand Portage

Fond Du Lac

Mille Lacs/Sandy Lake

Member of a Federally Recognized Tribe: List Tribe: _____ and Enrollment #: _____

White Earth Enrolled Family Member- List Family Member: _____

No Tribal Affiliation and/or No Indian Preference Claimed

I certify that the above information is correct. I authorize the White Earth Tribal and Community College to verify my Indian blood quantum to determine my eligibility for employment preference with the White Earth Tribal Council.

Applicant Signature: _____

Date: _____