



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Employment Application

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.*

Complete the entire application. You may attach a resume, but you must still complete all questions otherwise your application will be deemed incomplete and may not be considered. Please fill out each box – do not merely indicate, "See Resume."

Name: \_\_\_\_\_ Position applying for: \_\_\_\_\_  
 Last First MI

Address: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Street City State ZIP (Optional)

Social Security Number: \_\_\_\_\_ - - Phone(s): \_\_\_\_\_  
 Home Work Cell

Are you eligible to work in the United States? Yes No  
 Are you a veteran of the U.S. Armed Forces? Yes No If YES, which branch? \_\_\_\_\_  
 Are you 18 years of age or older? Yes No If NO, what is your current age? \_\_\_\_\_  
 Are you currently employed? Yes No

If employed, please list: \_\_\_\_\_  
 Current Employer Department Job Title

Have you ever been employed by WETCC? Yes No  
 If YES, dates of employment \_\_\_\_\_ & reason for leaving \_\_\_\_\_

Do you have a Driver's License? Yes No  
 If YES, State \_\_\_\_\_ License# \_\_\_\_\_ Expiration date \_\_\_\_\_

How did you learn about this employment opportunity at WETCC? (Check all that apply.)  
 Newspaper Job Bulletin/Posting Website Walk-in  
 Referral by employee/friend Other (please list) \_\_\_\_\_

Do you have a disability that would limit your ability to perform the job for which you are applying? Yes No  
 If YES, please explain \_\_\_\_\_

Are there any workplace accommodations which would assure or enable you to perform the job to maximum capability?  
 Yes 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? Yes No  
 If YES, please explain \_\_\_\_\_

Can you travel if the job requires it? Yes No  
 If NO, please explain \_\_\_\_\_

**EDUCATION**

Name of School	City/State	Did you graduate?	If NO, number of years before graduation?	If YES, date of graduation	Diploma, Certificate, or Degree Received	Major/Minor
High School						
GED						
Other School						
College						
College						
College						
Other credentials, licenses, professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

**SKILLS** Please list technical, clerical, trade skills, etc., relevant to the position for which you are applying. Include relevant computer systems, software, and applications of which you have a working knowledge and note your level of proficiency, i.e. basic, intermediate, expert.

**WORK EXPERIENCE** Please detail our work history as related to the position for which you are applying. 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:** WETCC reserves the right to contact all current and former employers for reference information.

Dates Employed From: _____ To: _____	Hours Full-Time _____ Part-Time _____ Hours per Week: _____	Title
Starting Salary/Wage: Final Salary/Wage:	Employer Name and Address	
Supervisor's Name _____ Title _____ Phone _____	Contact this employer At any time Only if I am a finalist candidate	
Primary Duties:	Reason for Leaving:	

Dates Employed From: _____ To: _____	Hours Full-Time _____ Part-Time _____  Hours per Week: _____	Title
Starting Salary/Wage:  Final Salary/Wage:	Employer Name and Address	
Supervisor's Name _____ Title _____	Phone _____	Contact this employer At any time  Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed From: _____ To: _____	Hours Full-Time _____ Part-Time _____  Hours per Week: _____	Title
Starting Salary/Wage:  Final Salary/Wage:	Employer Name and Address	
Supervisor's Name _____ Title _____	Phone _____	Contact this employer At any time  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 this form, or misrepresentation or omission of facts, represents ground for elimination from consideration for employment, or termination after employment if discovered at a later date.

I authorize White Earth Tribal & Community College (WETCC) 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 WETCC 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 (3) 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 \_\_\_\_\_

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: Tribe \_\_\_\_\_

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 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