



APPLICATION FOR EMPLOYMENT

1500 Hensley Drive • PO Box 1007 • Tahlequah, Oklahoma 74465-1007 • 918.456.5482 • 800.837.2869

Last Name		First Name		Middle Name		Title (Jr., II, etc.)	
Maiden Name if Applicable		List All Other Names Used					
Primary Phone Number				Alternate Phone Number			
Street Address				City		State	
Position Applying for		Please list types of work you are interested in performing					
Do you have a valid Driver's License?		Driver's License Number			Driver's License State		
Yes No							
Type of Driver's License				Does your License have any Restrictions?			
Class D/Operator Commercial Chauffeur				Yes No			
Motorcycle Other _____				If yes, list Restrictions			
Current Cherokee Language Proficiency							
Speak, Read & Write		Speak & Understand		Enrolled in Cherokee Course			
Limited Understanding Only		None					
Do you have a High School Diploma or Equivalent?				What is your highest level of education completed?			
Yes No							
If you have attended a vocational/technical/trade school or college/university, please complete the following information. An official transcript or transcript copy with seal may be requested for proof of course completion.							
Name of School		Type of School		Area of Study		Did you graduate?	
City		State		Degree/Diploma/Other received			
Name of School		Type of School		Area of Study		Did you graduate?	
City		State		Degree/Diploma/Other received			

HOUSING AUTHORITY OF THE CHEROKEE NATION

Have you ever received Cherokee Nation Financial Aid for educational or vocational training?

If yes, please indicate which Cherokee Nation program the Financial Aid was received from:

Yes

No

Below please list any special qualifications or skills you possess which are required for the job as stated in the "Job Opportunity Announcement", such as the ability to operate specialized equipment or professional registration or licensing.

Please list your work experience starting with your most recent employment. Include any military service. Do not reference your resume. You may include volunteer or other unpaid work experience that is related to the position for which you are applying. For any periods of unemployment list the dates unemployed and the general reason such as "attending school", etc. Attach another sheet of paper to this application with any additional work experience listed.

Start Date	End Date	Employer Name	Position Title
City	State	Supervisor's Name	Telephone Number

Employed: Full time Part Time Seasonal Intern Volunteer

Major Duties:

Reason for Leaving:

Start Date	End Date	Employer Name	Position Title
City	State	Supervisor's Name	Telephone Number

Employed Full time Part Time Seasonal Intern Volunteer

Major Duties:

Reason for Leaving:

Start Date	End Date	Employer Name	Position Title
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Employed Full time Part Time Seasonal Intern Volunteer

Major Duties:

Reason for Leaving:

HOUSING AUTHORITY OF THE CHEROKEE NATION

Are you a member of, or eligible for membership in, a federally recognized tribe? Tribal policy provides that Indians be given preference in initial hire for all positions.			Yes	No
Can you furnish a "Certificate of Degree of Indian Blood" (CDIB) card, BIA Indian Preference Form 5-4432, or membership card from a federally recognized Indian Tribe? Verification of Indian heritage must be included with application.			Yes	No
Are you legally authorized to work in the U.S.? Verification of identity and Employment Eligibility must be submitted at time of hire.			Yes	No
If employed and under age 18, can you furnish a work permit?			Yes	No
During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave any job by mutual agreement because of specific problems?			Yes	No
Have you been convicted of a felony in a civilian, military or Tribal court whether expunged, annulled or sealed? Your case will be considered in relationship to the requirements of the particular job. If yes, provide conviction details including the date, court, and crime:			Yes	No
Date	Court	Crime(s)		
Have you ever served in the United States Armed Forces? If yes, list below the branch, service dates, and type of discharge received:			Yes	No
Branch	Date Entered Service	Date of Discharge	Type of Discharge Received	
Have you ever worked for the Cherokee Nation or one of its entities? If yes, please list when and where you were employed:			Yes	No
Employed From	Employed To	Entity Name		
Do you or your spouse have any relatives presently working for, or holding office in, the Cherokee Nation or one of its entities? Tribal policy prohibits or limits the hiring of tribal employees or officials in certain circumstances. If yes, please give the name(s) of your relative(s) and their relationship(s) to you.			Yes	No
Name of Relative		Relationship		

Provide the Following Information if Applying for Safety Sensitive Positions

If you are unsure if your position is safety sensitive, please contact the HACN Human Resources Department

Notice to Applicant: All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding three years. List the complete mailing address including street number, city, state, and zip code. Applicants to drive a commercial motor vehicle (defined as vehicles having a GVWR of 26,001 pounds or more, vehicles designed to transport sixteen or more passengers, or any other uses and requirements as specified in DOT regulation 382) in intrastate commerce shall also provide an additional seven years of information on those employers for whom the applicant operated such vehicles.

HOUSING AUTHORITY OF THE CHEROKEE NATION

Accident Record

	Date	Nature of Accident (head-on, rear-end, etc.)	Fatalities?		Injuries?	
Last Accident			Yes	No	Yes	No
Next Previous			Yes	No	Yes	No
Next Previous			Yes	No	Yes	No

Driver's License History

State	License Number	License Type	Expiration Date

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?

Yes

No

If yes, please explain:

Has any license, permit, or privilege ever been suspended or revoked?

Yes

No

If yes, please explain:

Driving Experience

Class of Equipment	Type of Equipment	Date From	Date To	Approx. # of Miles

List special courses completed or training that will help you as a driver:

Which safe driving awards do you hold and from whom?

If you have ever been transferred from a Safety Sensitive Position, please indicate below:

Date From	Date To	Reason:
Date From	Date To	Reason:
Date From	Date To	Reason:

Acknowledgement

I hereby declare the above information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given; I therefore authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. This could include safety, law enforcement records and reference checks.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the organization applying to. I understand that acceptance of this application does not constitute an employment contract.

Cherokee Nation and its entities maintain a drug free workplace. All applicants and employees are subject to drug and alcohol testing (test), which may include pre-employment, for cause, post-accident and random testing. Your signature on this application signifies that you give your consent to be tested and your consent to the release of the test results to the Cherokee Nation or its entities for drugs or alcohol according to applicable policy. A positive test result or failure to submit to a test may lead to immediate employment termination.

The applicant further acknowledges and agrees that if he/she has previously been employed by the Cherokee Nation and/or its entities, the Cherokee Nation and/or its entities may release any and all personnel records of the applicant to the Cherokee Nation and/or its entities to which the Applicant submits an application. By submitting this application, the Applicant for herself/himself, her/his spouse, legal representatives, heirs, and assigns, hereby releases, waives, holds harmless, and discharges the Cherokee Nation and its entities, their officers and agents, and each of them, from all liability to the Applicant, her/his spouse, legal representative, heirs and assigns, for any and all loss or damage, and any claim or damages resulting from the release of any and all of the Applicant's personnel records to the Cherokee Nation and/or its entities.

I have read the above and understand it.

Date

Applicant's Signature