



**Mandan, Hidatsa & Arikara Nation**  
**Three Affiliated Tribes \* Ft. Berthold Indian Reservation**  
**404 Frontage Road \* New Town, ND 58763**

**APPLICATION FOR EMPLOYMENT**

**We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

**Persons of Indian Ancestry who wish to claim Indian Preference should submit a statement indicating their degree of Indian Blood and agency enrolled.**

**Indian Preference Policy**

**In accordance with 42 USC Sec.2000e2(I) whenever reasonable the Three Affiliated Tribes will hire in the following order of priority:**

- 1. Mandan, Hidatsa & Arikara Nation - Enrolled Members**
- 2. Non - Enrolled Members - Indians**
- 3. Non - Indians**

**Position Applying for** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **SSN** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Phone #.** \_\_\_\_\_

\_\_\_\_\_

**Have you ever been employed by the Three Affiliated Tribes? No Yes(If "Yes" give dates and titles)**

**Title** \_\_\_\_\_ **Date Started** \_\_\_\_\_ **Date Ended** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date Started** \_\_\_\_\_ **Date Ended** \_\_\_\_\_

**If your Application is considered favorably, on what date will you be able to start?**

**This application will be active for a period of six (6) months. Once your application becomes inactive, if you want to apply for another position with the Mandan, Hidatsa & Arikara Nation, you must fill out a new application.**

**Record of Education**

Name and Address of School	Course of Study	Last Year Completed	Did You Graduate?	Diploma Degree
<b>High School</b>		<b>1 2 3 4</b>	<b>Yes No</b>	
<b>College</b>		<b>1 2 3 4</b>	<b>Yes No</b>	

**Describe any specialized training, apprenticeship, skills and extra curricular activities.**

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**Describe any honors you have received.**

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**DO NOT WRITE "SEE RESUME", HOWEVER A RESUME MAY BE SUBMITTED WITH APPLICATION.**

**Employment History**

**1. Name of Company** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_ **Date Started** \_\_\_\_\_ **Date Ended** \_\_\_\_\_

**Your Job Title** \_\_\_\_\_ **Salary** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**Job Duties** \_\_\_\_\_

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**Employment History Continued**

**2. Name of Company** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Name of Supervisor** \_\_\_\_\_ **Date Started** \_\_\_\_\_ **Date Ended** \_\_\_\_\_  
**Your Job Title** \_\_\_\_\_ **Salary** \_\_\_\_\_  
**Reason for Leaving** \_\_\_\_\_  
**Job Duties** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Name of Company** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Name of Supervisor** \_\_\_\_\_ **Date Started** \_\_\_\_\_ **Date Ended** \_\_\_\_\_  
**Your Job Title** \_\_\_\_\_ **Salary** \_\_\_\_\_  
**Reason for Leaving** \_\_\_\_\_  
**Job Duties** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**BACKGROUND INFORMATION**  
**(PLEASE READ CAREFULLY AND THOROUGHLY BEFORE SIGNING)**

**Your answers should include all convictions (If you were found guilty, entered a plea nolo contendere or a plea of guilty.) OMIT (1) traffic fines of \$300.00 or less, (2) any violation of law for which you were tried as a juvenile or under a Youth Offender law, (3) any conviction set aside under the Federal Youth Corrections Act or similar State or Tribal law, (4) any convictions whose record was expunged under Federal, State or Tribal law.**

**I understand in applying for a position involving regular contact with or contact with or control over Indian children or any child care services position I must undergo a criminal records check as mandated by the Indian Child Protection and Family Violence Prevention Act, Pub. L. 101-630, 25 U. S. C. § 13041. Child care services positions include, but are not limited to child protective services, social services, health and mental health care, child/day care, education whether or not directly involved in teaching, foster care, residential care, recreational or rehabilitative programs, and detention, correctional or treatment services.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

***If you answer "YES" to any of the following questions, use the Additional Page at the end of this application to provide the date, an explanation of the violation, the disposition of the arrest or charge, the place the arrest or charge took place, and the name and address of the police department or court where you appeared.***

**Have you ever been arrested for or charged with offense involving a child?**

**YES NO**

**Have you ever been arrested for or charged with a drug felony?**

**YES NO**

**Have you ever been arrested for or charged with a sex offense, including sexual assault, molestation, exploitation, contact or prostitution?**

**YES NO**

**Have you ever been arrested for or charged with a crime of violence?**

**YES NO**

**Have you ever been arrested for or charged with a crime against persons, including but not limited to murder, manslaughter, vehicular homicide, robbery, assault, battery, rape, false imprisonment, mayhem?**

**YES NO**

**During the last 10 years, have you been arrested, charged, convicted, imprisoned, on probation or parole? (Include felonies, firearms and explosive violations, misdemeanors, and all other offenses.)**

**YES NO**

**Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "no".)**

**YES NO**

**Have you currently been charged with any violation of Federal, State or Tribal law?**

**YES NO**

**During the last five years were you fired from any job?**

**YES NO**

**During the last five years, did you quit a job after being told you would be fired?**

**YES NO**

**During the last five years, did you leave a job by mutual agreement following allegations of misconduct?**

**YES NO**

**During the last five years, did you leave a job by mutual agreement following allegations of unsatisfactory performance?**

**YES NO**

**ADDITIONAL SPACE**

***If you answered "YES" to any of the foregoing questions concerning any convictions, you had during the past ten years explain in detail the law and facts concerning the conviction.***

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**I certify that all the information on this form and any attached sheet is true, correct, complete and made in good faith. I understand that false or a fraudulent answer to any question may be ground for not hiring me or for firing me after I begin work. I understand that any information I give may be investigated for purposes of determining my fitness to have responsibility for the safety and well-being of children and suitability to occupy a position involving regular contact with or control over Indian children. I consent to the release of information about my ability, fitness and suitability for employment with Mandan, Hidatsa & Arikara Nation by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees of the Mandan, Hidatsa & Arikara Nation. I understand that financial or lending institutions, medical institutions, hospitals, health care professionals, or some other sources of information, may require the separate Authorization for Release of Information I have signed. I also understand that I may challenge the accuracy and completeness if any information obtaining during the investigation of my background.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Personal References  
(NOT FORMER EMPLOYERS OR RELATIVES)**

**1. Name \_\_\_\_\_ Occupation \_\_\_\_\_**

**Phone # \_\_\_\_\_**

**2. Name \_\_\_\_\_ Occupation \_\_\_\_\_**

**Phone # \_\_\_\_\_**

**APPLICANT  
YOU MUST SIGN THIS APPLICATION  
READ CAREFULLY BEFORE YOU SIGN**

**I hereby give my permission to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further authorize my current and former employers to disclose to the company any and all without giving me prior notice of such disclosures.**

**I hereby release to the Mandan, Hidatsa & Arikara Nation, my current and former employers, and all other persons' corporations, partnerships and associates from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.**

**I certify that, to the best of my knowledge, all of my statements are true, correct and made in good faith, I consent to the release of information concerning my personal history that I have listed on this application, this inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I release a person, firm or institution from any damage for issuing such information. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge, also, that I am required to abide by all policies and procedures of the employer.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## Consent for Release of Information

**The position you are applying for requires possession of or the ability to obtain a valid North Dakota Driver's License before starting work to establish insurability through the Mandan, Hidatsa & Arikara Nation vehicle insurance policy. Please complete the following:**

**I hereby give my consent to have the motor vehicle record check run on my driver's license, with information to be released to the Mandan, Hidatsa & Arikara Nation for employment purposes.**

**Name** \_\_\_\_\_

**Drivers License Number** \_\_\_\_\_ **State Issued** \_\_\_\_\_

**Status of drivers license** \_\_\_ **Current** \_\_\_ **Suspended** \_\_\_ **Revoked** \_\_\_ **No License**

**Social Security number** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Authorizing Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

(Attach a legible copy of the applicant's driver's license)

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**FOR OFFICE USE ONLY:**

**ORDERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESULTS:** \_\_\_\_\_  
\_\_\_\_\_

# ACKNOWLEDGMENTS

**As an employee of the Mandan, Hidatsa & Arikara Nation, I understand that neither this document nor any offer of employment from the Mandan, Hidatsa & Arikara Nation constitutes an employment contract.**

**I understand that my failure to complete and sign the Application for Employment will disqualify me from consideration for employment.**

**I understand that the Mandan, Hidatsa & Arikara Nation reserves the right to interview applicants in order to obtain further clarification on education, experience, knowledge, and skills to determine whether the applicant meets the minimum qualifications of the position. Granting an interview neither confirms an applicant meets the minimum qualifications of the position nor assures employment.**

**I understand that consideration for employment in this position is contingent upon the results of a favorable reference and/or background check. I, therefore, authorize the Mandan, Hidatsa & Arikara Nation to investigate all statements made on my Application for Employment and to discuss the results of its investigations with those responsible for hiring. I further authorize the Mandan Hidatsa & Arikara Nation to contact my former employer(s) and other contacted persons to respond to questions pertaining to information on this Application for Employment. Further, I release from liability the Mandan, Hidatsa & Arikara Nation and such former employer(s) or other persons contacted by, and providing information to, the Mandan, Hidatsa & Arikara Nation.**

**I understand that if hired, the Mandan, Hidatsa & Arikara Nation has the right to search desks, lockers, handbags, briefcases, personal belonging or vehicles brought onto company premises.**

**I understand that if hired, benefits, rules and policies of the Mandan, Hidatsa & Arikara Nation may be changed, modified, eliminated or added any time at the Mandan, Hidatsa & Arikara Nation's sole discretion and without prior notice.**

**I acknowledge that the information I have supplied is correct to the best of my knowledge and understand that any falsifications, omissions, misrepresentations, or misstatements of information or fact may be grounds for rejection of my Application for Employment or dismissal from subsequent employment.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name Legibly**

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## APPLICATION PROCEDURES

- 1. Complete and signed Application for Employment must be submitted to the Mandan, Hidatsa & Arikara Nation prior to the closing date of the position applied for. Upon receipt, the Application for Employment will be stamped. Only complete and signed Applications for Employment will be considered.**
- 2. An Application for Employment must be received for each position by 4:30 P.M. of the closing date of the position.**
- 3. Applications are kept on file for a period of six months. However, Applications retained on file are not considered for vacant positions without a specific request from the applicant. Applicants must make a request to the Mandan, Hidatsa & Arikara Nation to have an application pulled for consideration of additional vacant positions.**
- 4. The applicant must update all applications that are pulled for consideration of additional vacant positions.**