TORRES MARTINEZ DESERT CAHUILLA INDIANS

66-725 Martinez Road -- P.O. Box 1160
Thermal, CA 92274
Phone: 760-397-0300 -- Fax: 760-397-9853

EMPLOYMENT APPLICATION

Torres Martinez Desert Cahuilla Indians is an Equal Opportunity Employer

Instructions: Before completing the application, please read the minimum qualifications for the job in which you are interested. You CANNOT be considered for the position unless you meet the minimum qualifications. Incomplete or illegible application packets may result in disqualification.

"See Resume" is not acceptable. Attach letters of reference, resume, and transcripts if applicable or requested.

Position Applied For: _____ Site: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

SSN: _____ Drivers License State of Issue: _____ Lic #: _____ Expiration Date: _____

Telephone: _____ Mobile: _____ Email: _____

REFERENCES

INSTRUCTIONS: Provide the name, address, telephone number, and relationship of three (3) references who are not related to you and who are not your previous employers.

1. Name/Title _____ Telephone: _____ Relationship: _____
   Mailing Address: _____ # of years known: _____
2. Name/Title _____ Telephone: _____ Relationship: _____
   Mailing Address: _____ # of years known: _____
3. Name/Title _____ Telephone: _____ Relationship: _____
   Mailing Address: _____ # of years known: _____

EDUCATION

List eduction starting with most recent school/institution attended or highest degree attained.

Yes	No	Degree(s)	Name of School/Institution	Course of Study	Yrs/Credits Completed
☐	☐				
☐	☐				
☐	☐				

EMPLOYMENT HISTORY and WORK EXPERIENCE

Please account for all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (military experience, volunteer or experience gained over ten years ago, etc.). **NOTE: All sections of the application must be completed even if a resume is attached. Applications will be rejected if "SEE RESUME" is written on any portion of this section.**

Name of Company: _____ Supervisor's Name: _____

Address: _____ Phone Number: _____

Job Title: _____

Date of Hire: _____ End Date: _____ Last Salary: _____ Weekly Hours: _____

Describe job duties in detail: _____

Reason for leaving: _____

Name of Company: _____ Supervisor's Name: _____

Address: _____ Phone Number: _____

Job Title: _____

Date of Hire: _____ End Date: _____ Last Salary: _____ Weekly Hours: _____

Describe job duties in detail: _____

Reason for leaving: _____

Name of Company: _____ Supervisor's Name: _____

Address: _____ Phone Number: _____

Job Title: _____

Date of Hire: _____ End Date: _____ Last Salary: _____ Weekly Hours: _____

Describe job duties in detail: _____

Reason for leaving: _____

Name of Company: _____ Supervisor's Name: _____

Address: _____ Phone Number: _____

Job Title: _____

Date of Hire: _____ End Date: _____ Last Salary: _____ Weekly Hours: _____

Describe job duties in detail: _____

Reason for leaving: _____

What computer equipment and software can you operate?	
Summarize any special skills or qualifications acquired from employment or experience that you have to offer an employer:	
Describe any volunteer experience you have had:	
List job related professional, trade, business or civic activities and offices held. (Exclude any that indicate race, religion, sex, or national origin.)	
State any additional information to be considered in evaluating your application:	

OTHER RELEVANT INFORMATION

YES	NO	Please respond to the following questions:
☐	☐	1. Have you ever been employed by Torres Martinez? If "yes" explain in detail in section #13.
☐	☐	2. Have you ever filed an application with Torres Martinez before? If "yes" explain in detail in section #13.
☐	☐	3. Do you have relatives employed at Torres Martinez? If "yes"give name(s) and department(s) in section #13
☐	☐	4. Are you currently employed? If so, may we contact your current employer? ☐Yes ☐No
☐	☐	5. Can you travel if required?
☐	☐	6. Are you able to obtain non-risk insurance to drive?
☐	☐	7. Are you 18 years of age or older? If "no", are you able to obtain and furnish a work permit? ☐Yes ☐No
☐	☐	8. If employed, are you able to provide proof of eligibility to work in the United States?
☐	☐	9. Have you ever been convicted of a misdemeanor or felony? List all convictions in section #13, including any that were expunged, sealed, or dismissed. Convictions are not necessarily disqualifying. You do not have to list minor parking violations.
☐	☐	10. Have you ever been arrested for a misdemeanor or felony that was dismissed and not prosecuted, or do you have an arrest that is pending disposition? List all in section # 13. Arrests are not necessarily disqualifying.
☐	☐	11. Do you understand that after a conditional offer of employment has been made and prior to commencement of employment, you will be required to take a pre-employment drug screen, and that the offer of employment may be withdrawn based upon the results of this drug screen?
☐	☐	12. Are you able to perform the essential functions/duties of the position as descripted in the job description with or without accommodation? If accommodation is requested, please specify in section # 13.

13. Use this space to explain any of the above questions, indicated question number.

NOTICES

SPECIAL EMPLOYMENT ACCOMMODATIONS for Disabled Veterans, Vietnam Era Veterans and individuals with physical or mental handicaps: Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act and the Americans with Disabilities Act. Both Acts require that they take affirmative action to employ and advance in employment qualified, handicapped individuals. If you are a disabled veteran or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodations to enable you to perform your job in a proper and safe manner. This information will be treated as confidential. Failure to provide information will not jeopardize or adversely affect consideration you may receive for employment. If you wish to be identified, please sign below .

☐ Handicapped ☐ Disabled Veteran

☐ Vietnam Era Veteran

Signature: _____

INDIAN PREFERENCE: You are advised that Torres Martinez Desert Cahuilla Indians is required to give Indian preference in employment and training to qualified Indian candidates (Title 2, U.S. Code 472 and 473 and P.L. 93-638). Indian Preference will apply provided the applicant has submitted appropriate verification of Indian status for employment. Qualified Tribal members will be given preference as applicable. Accordingly all applicants have the option without penalty or exclusion, to complete the following:

You must be able to answer "yes" to question #3 to qualify for Indian Preference.

Yes	No	
☐	☐	1. Do you wish to claim Indian Preference for the position you are applying for?
☐	☐	2. Do you possess a certificate or card from a federally recognized Tribe or the Bureau of Indian Affairs?
☐	☐	3. Are you able to present proof of your Indian status at the time of your interview if you are asked to do so?

Tribal Affiliation: _____

DRUG FREE WORKPLACE REQUIREMENT: Torres Martinez Desert Cahuilla Indians is required to implement the Drug Free Workplace Act of 1983, 45 CFR, Part 76, Subpart F. As such it is unlawful for employees to manufacture, distribute, dispense, possess, or use controlled substances on the job site. Employees who are reasonably suspected of violating this Act may be subject to drug testing as a condition of continued employment. Employer required fitness examination shall include drug testing as evidence of employee and employer compliance with the Drug Free Workplace Act. A negative pre-employment drug test is required prior to employment with the Torres Martinez Desert Cahuilla Indians.

IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT: The Immigration and Control Act of 1986, prevents us from hiring people who cannot prove they are either U.S. citizens or non-citizens whom the law permits to work in the U.S. At the time of hire, you must show proof of legal right to work.

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION AND CERTIFICATION OF INFORMATION PROVIDED

I certify that all statements on this form and on any attachments are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form and attachments may result in my disqualification from further consideration for employment or if I am employed, may be considered grounds for immediate dismissal.

I understand, that if I am employed, that I am required to abide by all rules, regulations and policies of the Torres Martinez Desert Cahuilla Indians and funding agency(ies) from which my salary is derived.

I have attached my: ☐ Resume ☐ Letters of Reference ☐ Transcripts

_____ _____

Signature of Applicant Date

TORRES MARTINEZ DESERT CAHUILLA INDIANS

Human Resources Department

Statistical Survey Sheet

Applying for Position of: _____

Applicant Name: Last Name: _____ First Name: _____ Initial ____

Gender: ☐ Male ☐ Female

Referral Source: ☐ Advertisement ☐ Job Posting ☐ Employment Agency ☐ Internet ☐ Friend ☐ Relative ☐ www.torresmartinez.org ☐ TERO

Ethnicity: (check one)

☐ **White (not Hispanic or Latino):**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Black or African American (not Hispanic or Latino):**
A person having origins in any of the black racial groups of Africa.

☐ **Hispanic or Latino:**
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ **Native Hawaiian or Pacific Islander (not Hispanic or Latino):**
A person having origins in any of the peoples of Hawaii, Guan, Samoa, or other Pacific Islands.

☐ **Asian (not Hispanic or Latino):**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **American Indian or Alaskan Native (not Hispanic or Latino):**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Tribal Affiliation: _____

This information is collected for statistical purposes only. It will be removed and filed separately.