



Fort Mojave Indian Tribe

Human Resource Department

500 Merriman Avenue, Needles, CA 92363

760.629.6147

TO: All Applicants

Effective immediately, an application must be completed for each position desired. The Human Resources staff will not make changes for you.

The application must be completed in black or blue ink, with each area filled out or the application will not be processed. A resume is required to be attached to the completed application.

If hired for a position within the Fort Mojave Indian Tribe, the incumbent must be prepared to abide by the following:

1. Complete all new hire paperwork.
2. Present original social security card to have a copy made.
3. Present a picture ID to have a copy made.
4. Provide proper documentation for the I-9 forms.
5. Must pass a drug screening. ***Please be aware that while certain drugs may be legal in some states, the Fort Mojave Indian Tribe adheres to federal law, which prohibits the use of marijuana or any of its derivatives.***
6. May be required to have fingerprints completed by the Fort Mojave Tribal Police.
7. May be required to pass a thorough background check, depending on the position.
8. If hired for a driving position or will drive for the Fort Mojave Indian Tribe, you must have a current driver's license and be insurable under the Tribes' insurance policy.

Your cooperation is appreciated. If you have any questions, do not hesitate to ask an HR staff member.

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Please fill out job duties as detailed as possible.

May we contact your past employers listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer		Dates Employed		Job Duties:
		From	To	
Address				
Telephone:		Hourly/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Job Duties:
		From	To	
Address				
Telephone:		Hourly/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Job Duties:
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Employer		Dates Employed		Job Duties:
		From	To	
Address				
Telephone:		Hourly/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

FMIT Application, Continued

Applicant's Name: _____

Please include professional and personal references. This does not include relatives. *This Application will **NOT** be accepted if all **four (4)** references are not completed.

Name	Address	Phone Number	Relationship
*1.			
*2.			
*3.			
*4.			

List other skills (typing, computer, etc.)
List professional, trade, business or civic activities and offices held. (Exclude those which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)
Have you ever been convicted or plead "no contest" to a felony, misdemeanor or other criminal offense in any Tribal, State, Federal or other court, including but not limited to the Fort Mojave Tribal Court, for which the records of such conviction or plea have not been expunged or sealed by the court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

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 Employer.

Signature of Applicant

Date