

**SENECA-CAYUGA TRIBE OF OKLAHOMA**  
**R2301 E. Steve Owens Boulevard**  
**P.O. Box 1283**  
**Miami, OK 74355**

PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

**APPLICATION FOR EMPLOYMENT**

DATE \_\_\_\_\_

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

PLEASE COMPLETE PAGES 1-5. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Maiden

Present address: \_\_\_\_\_  
Number Street City State Zip

Telephone: \_\_\_\_\_ If under 18, please list age: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Degree: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_ (per hr / yr)

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When will you be available for work? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City and State)	NO. OF YRS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade				
Prof. School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_



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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer?     Yes    No

Did you complete this application yourself     Yes    No

If not, who did? \_\_\_\_\_

# SENECA-CAYUGA TRIBE OF OKLAHOMA

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PLEASE READ CAREFULLY

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## APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the Seneca-Cayuga Tribe of Oklahoma (hereinafter called "the Tribe"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Tribe practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Seneca-Cayuga Tribe of Oklahoma, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Chief or Director of Intergovernmental Affairs. Both the undersigned and Seneca-Cayuga Tribe of Oklahoma may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Tribe may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Tribe permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Tribe from any liability as a result of such contract.

I also understand that (1) the Tribe has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Tribe may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Tribe shall be probationary for a period of forty-five (45) days, and further that at any time during the probationary period or thereafter, my employment relation with the Tribe is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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The Seneca-Cayuga Tribe of Oklahoma follows Indian Preference Policy.

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.