



**SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS**  
**APPLICATION FOR EMPLOYMENT**  
 www.saulttribe.com

**Sault Ste. Marie**  
 Human Resource Department  
 2186 Shunk Road  
 Sault Ste. Marie, MI 49783  
 906.635.4937 Phone  
 906.635.4918 Fax  
 1.866.635.7032 Toll Free

**St. Ignace**  
 Human Resource Department  
 3039 Mackinaw Trail  
 St. Ignace, MI 49871  
 906.643.4176 Phone  
 906.635.7021 Fax

**Manistique**  
 Human Resource Department  
 5698 W. U.S. Hwy. 2  
 Manistique, MI 49854  
 906.341.9561 Phone  
 906.341.8565 Fax

The Sault Tribe and its enterprises are equal opportunity employers. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status. However, preference is given to qualified Native American applicants, pursuant to the Indian Reorganization Act of 1934 (Title 25, U.S.C. 472).

**PLEASE PRINT**

Position(s) Applied For	Department/Enterprise	Date of Application
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How Did You Learn About Us?

- Advertisement     
  Friend/Relative     
  Walk-In     
  Employment Agency     
  Employee

Last Name	First Name	Middle Name
Address	City	State      Zip Code
Telephone Number(s)		E-mail Address

Are you 18 years of age or older?  Yes    No

Have you ever filed an application with Sault Tribe and/or any of its entities before?  Yes    No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with Sault Tribe and/or any of its entities?  Yes    No  
 If Yes, give date \_\_\_\_\_ Previous name used \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes    No  
Proof of citizenship or immigration status will be required upon employment.

Are you physically or otherwise able to perform the duties of the job for which you are applying?  Yes    No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:    Full Time    Part Time    Shift Work    Temporary    On Call    Seasonal

Will you relocate if job requires it?    Yes    No     
 Can you travel if job requires it?    Yes    No

Have you been convicted of a crime?  Yes    No

If Yes, please explain \_\_\_\_\_

# EDUCATION

	Undergraduate College/University				Graduate/Professional			
School Name & Location								
Years Completed	1	2	3	4	1	2	3	4
Diploma/Degree								
Describe Course of Study								
Describe any specialized training, apprenticeship, skills and extra-curricular activities								
Describe any honors you have received								
State any additional information you feel may be helpful to us in considering your application								

Do you have a high school diploma or equivalent?

Yes  No

Have you ever had any job-related training in the United States Military?

Yes  No

If Yes, please describe \_\_\_\_\_

**\*\*If claiming Native American preference, verification must be submitted with application.\*\***

<input type="checkbox"/> Sault Tribe Member <input type="checkbox"/> Sault Tribe Household <input type="checkbox"/> Other Native American <input type="checkbox"/> Other <input type="checkbox"/> Male <input type="checkbox"/> Female
Driver's License Number _____ State _____ <small>(If driving is an essential function of the position applying for.)</small>

<p><b>List professional, trade, business or civic activities and offices held.</b></p> <p>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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# REFERENCES

<p>Give name, address and telephone number of three references who are not related to you and are not previous employers.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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# EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address		City		
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		City		
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		City		
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address		City		
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

<b>We may contact the employers listed above unless you indicate those you do not want us to contact.</b>	DO NOT CONTACT	
	Employer Number(s)	Reason

**Special Skills and Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experience.

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To be completed by applicant applying for a position that requires a background check under the Indian Child Protection and Family Violence Prevention Act.

Must be completed by an individual applying for a position that is covered under the Background Investigation Process.

1. Have you ever been arrested or convicted of a crime involving a child, violence, sexual assault (Criminal Sexual Conduct), sexual molestation (Criminal Sexual Conduct), sexual exploitation, sexual contact or prostitution or crimes against persons?

Yes No

If yes, please describe the disposition of the arrest or conviction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been arrested or convicted of a sex crime, other than those listed in the above question (Number 1) or a drug felony?

Yes No

If yes, please describe the disposition of the arrest or conviction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. As an applicant, volunteer, or team member applying for, transferring to, or currently holding an applicable position, you must immediately report to the Tribe any arrest or conviction involving any crime or misdemeanor. Please acknowledge this by initialing below.

\_\_\_\_\_ Initials

4. As an applicant, volunteer, or team member applying for, transferring to, or currently holding an applicable position, a criminal history check and background investigation are conditions of employment. Will you consent, in writing, to a record check and background investigation?

Yes No

If yes, you must sign a separate release and authorization form(s).

I hereby verify, under penalty of perjury, that all of the information contained in this application is complete, accurate and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICANT COMPLETE THIS PORTION ONLY

I, \_\_\_\_\_, have applied for employment with the Sault Ste. Marie Tribe of Chippewa Indians and have listed your company as a work reference. I give you permission to release the following personal information. Please consider this form valid if it is a photocopy or the original. I will not hold the Sault Tribe or the company listed below liable for the results of this reference check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (If Applicable)

\_\_\_\_\_  
Date

## APPLICANT'S STATEMENT

I understand that this application form is intended for use in evaluating my qualifications for employment, and that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I also understand that false or misleading statements during the interview, on background documents, and on this form are grounds for terminating the applicant process or, if discovered after employment, terminating employment. I understand, also, that I am required to abide by all rules and regulations of the employer.

I authorize the company, and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, financial and credit history, criminal history background and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from liability for any damage whatsoever for issuing this information.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (If Applicable)

\_\_\_\_\_  
Date