



Bear River Band of Rohnerville Rancheria Application for Temporary Employment

Last Name First Name Middle Initial

Address Apt. #

City State Zip

Telephone Number Alternate Number
() ()

Position (s) Applied For:

Tribal Affiliation: Roll #:

Related to any Bear River Band employees? Y/ N To whom _____

Positions requiring driving require current California Driver's License and clean motor vehicle record. If needed, can you provide these? _____

Have you ever been convicted of a felony offense (including Military)? _____ (Conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense.)

Did a Bear River Band employee refer you? _____ If yes, state Name and relationship. _____

Are you currently in school? Yes __ No__
Do you have a high school diploma or GED? Yes__ No__ If yes, __GED __Diploma
Do you have reliable transportation to work? Yes__ No__
Do you have a valid California Driver's License? Yes__ No__ If yes, what type? __A __B __C

List all relevant training: Formal or Informal:

Special Skills, certifications, or permits: (Please check all that apply)

First Aid / CPR: Expiration Date: __/__/__

Food Handlers: Expiration Date: __/__/__

Education	(List name of school)	Graduate (Y / N)
High School		
College		
Other		

Where are you willing to work? (Please check all that apply)

Administration Communications Housing Gaming

Finance Public Works Environmental

Anywhere my skills can be used

Please list any specialty skills that you have which are relevant to the position you are seeking (be specific):

Employment History

Please start with your most current job and go back 10 years with your employment history. Extra pages may be attached as needed. Resumes and cover letter may also be attached. Explain any gaps in employment.

1. Company Name _____ Supervisor _____

Telephone Number _____ Address _____

Job Title _____ Hours per week _____ Start Date: _____ End Date: _____

Ending Rate of Pay _____ Reason for Leaving _____

2. Company Name _____ Supervisor _____

Telephone Number _____ Address _____

Job Title _____ Hours per week _____ Start Date: _____ End Date: _____

Ending Rate of Pay _____ Reason for Leaving _____

3. Company Name _____ Supervisor _____

Telephone Number _____ Address _____

Job Title _____ Hours per week _____ Start Date: _____ End Date: _____

Ending Rate of Pay _____ Reason for Leaving _____

In Case of Emergency, Notify: _____ Phone Number _____

Applicant Responsibility:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification or knowledge requirements. Applications failing to meet the listed duties and responsibilities for any open temporary position will not be assigned to a temporary position.

All temporary employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. Bear River Band of Rohnerville Rancheria reserves the right to make selection of temporary employees based on Bear River Band Rohnerville Rancheria and Indian Preference.

The information provided in this application for temporary employment is true, correct and complete. I understand that if employed, any misstatement or omission of fact on the application may result in my dismissal. I further understand that acceptance of an offer for temporary employment does not create a contractual obligation upon the Bear River Band of Rohnerville Rancheria to continue to employ me.

Signature _____ Date _____

Return to: Brenda Bowie/Wendy Bates
266 Keisner Road
Loleta, CA 95551
(707) 733-1900

Temporary Employment Supplemental Form

Education, Criminal, Department of Motor Vehicle, Reference, and Prior Employment Release Authorization Form

NOTICE TO APPLICANT

If you are considering employment with Bear River Band of Rohnerville Rancheria, your educational background and prior place(s) of employment will be verified by the Human Resources Department. This authorization form must be completed and signed by you and attached to the Temporary Employment Application Form for each position you apply for. Failure to complete and sign the form may disqualify you for consideration for employment with the Tribe.

Applicant Signature

Print Name

Date

Social Security Number

Applicants for positions classified as Tribal Safety Sensitive or Covered Status Positions

Department

Job Title

NOTICE TO APPLICANT

The Human Resources Department shall conduct an informal background investigation on all applicants for positions classified as Tribal Safety Sensitive and Covered Status. Covered Status positions include positions within the Department of Education and any other position identified as working with or supervising children. All such positions shall be required to undergo background investigation that will include Criminal, Credit, Employment, Education, and Motor Vehicle checks before an applicant can be interviewed.

Applicant Signature

Printed Name

Date

Social Security Number

Date of Birth

Driver License Number & State

The Tribe collects social security numbers only as necessary for the use in the performance of the Tribe's duties and responsibilities, which may include the following possible purposes; classification of accounts; identity management; credit worthiness; billing and payments; data collection; reconciliation; and tracking; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; student health services; research management; and reporting to authorized state and federal government agencies. Federal and State laws required us to protect social security numbers from disclosure to unauthorized parties. Employees are assigned Bear River Band Employee Identification number to assist in protecting their personal information.
(Created 02/27/15)