



The Torres Martinez Desert Cahuilla Indians

(A Tribal Sovereign Nation)

66725 Martinez Road * Post Office Box 1160

Thermal, California 92274

760-397-0300

760-397-8146 (Fax)

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

NOTICE OF EQUAL OPPORTUNITY EMPLOYER

Torres Martinez Desert Cahuilla Indians is committed to the principle that all applicants are entitled to equal opportunities in all aspects of employment. Hiring decisions will be based on principles of qualifications, experience, and performance without regard to race, ethnicity, age, sex, sexual orientation, religion, marital status, color, national origin.

NOTICE OF TRIBAL MEMBER PREFERENCE FOR EMPLOYMENT

The Torres Martinez Desert Cahuilla Indians ("TMDCI Tribe") is a federally recognized Indian Tribe. As such, hiring preference to qualified TMDCI Tribal member is provided in accordance with applicable Tribal Employment Rights Ordinance (law) and policies.

NOTICE OF INDIAN PREFERENCE FOR EMPLOYMENT

You are also advised that this organization will be required to give preference in employment and training to qualified Indian candidates (Title 25 U.S.C. 472 and 473) and the Public Law 93-638 provided the applicant has submitted appropriate verification of Indian preference for employment. Verification of Indian status may be in the form of a Tribal membership or enrollment document, Certificate of Degree of Indian Blood, or other record which is deemed reliable. The person claiming Indian preference bears the full responsibility for providing documentation of their status as Indian.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENTS

The TMDCI Tribe is required to implement The Drug-Free Workplace Act of 1988 (*41 USC 701 et seq.*) to undertake specific efforts to address and prevent drug use in the work place. As such, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance on the job site. All applicants selected for employment and employees who are reasonably suspected of violating this act may be subject to drug testing as a condition of employment. Employer required fitness examinations shall include drug testing as evidence of employee and employer compliance with the Drug-Free Workplace Act.

NOTICE OF ANTI-DISCRIMINATION

The Immigration Reform and Control Act of 1986, a Federal law, prevents us from hiring people who cannot prove they are either U.S. Citizens or are non-citizens whom the law permits to work here.

It is illegal to discriminate against work-authorized individuals in hiring, firing, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers CANNOT specify which document(s) the employee may present to establish employment authorization and identity. The employer must allow the employee to choose the documents to be presented from the Lists of Acceptable Document, found on the last page of Form I-9. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. If you are hired, you will be required to complete an I-9 and provide documentation that you are eligible to work in the United States.

THE INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT

The Indian Child Protection and Family Violence Prevention Act (the "Act"), Public Law (P.L.) 101-630, 104 Stat 4544, 25 U.S.C. 3202-3211, are regulations that prescribe minimum standards of character and suitability of employment criteria for individuals whose duties and responsibilities involve regular contact with, or control over, Indian Children.

There will be a background investigation check and finger printing process on all individuals who will come in contact with children or have control over, Indian children. The minimum standards of character will have been met only after individuals in positions involving regular contact with or control over Indian children have been the subject of a satisfactory background investigation. The

Act requires that tribes or tribal organizations that receive funds under the Indian Self-Determination and Education Assistance Act, P.L. 93-638, employ individuals in positions involving regular contact with or control over Indian children only if the individuals meet standards of character no less stringent than those prescribed for the government.

DISCRIMINATION AND SEXUAL HARASSMENT

The TMDCI Tribe will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to an including termination.

Prohibited sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

I understand and acknowledge receipt of the above information regarding Notice of Equal Opportunity employment, the requirements of Tribal Member Preference, the requirements of Indian Preference, Notice of Drug-Free Workplace Act, Notice of Anti-Discrimination; Notice of Indian Child Protection and Family Violence Prevention Act, Notice of Discrimination and Sexual Harassment;

Signature: _____ **Date:** _____

EMPLOYMENT INQUIRY & RELEASE FORM

FULL NAME _____
 LAST **FIRST** **MIDDLE**

Social Security No. _____ - _____ - _____ **Driver’s License No, /State** _____

In connection with my employment or contract for services with you, I understand that investigative background inquiries, including a fingerprint check, are to be made on myself. In accordance with my right to privacy, I have been advised that the information described below is required to assist the same in making an employment determination concerning me and that execution of this form is voluntary,

I understand that I will not receive the actual background investigative report. However, if adverse action is to be taken based on the actual background investigative report, I will be notified through a written summary of all derogatory information and be informed of the process for explaining, denying, or refuting unfavorable information in the background investigation process.

I hereby authorize any qualified agent bearing this document, or a copy thereof, to obtain information from all personnel, educational institutions, government agencies, companies, corporations, reporting agencies, law enforcement agencies or individuals, relating to my past activities, to supply any and all information concerning my background, and release same from any liability resulting from providing such information. The information received may include, but is not limited to academic, job performance, attendance, personal history, driving history, disciplinary and conviction records.

I understand that the information released is for consideration of my employment application and possibility for the purpose of determining my qualifications for future assignments.

I further hereby release any individual associated with the compilation of such information to include record custodians, directors, officers, agents, employees, if authorized representatives, from any and all liability for damages of whatever kind of nature, which may at any time accrue to me on account of (1) reliance by such persons on the information submitted in my employment application; (2) reliance by such persons on the information obtained pursuant to this authorization; (3) compliance with, or any attempt to comply with, this authorization; and (4) termination of my employment based on information obtained after commencement thereof pursuant to validity of this authorization.

I hereby certify that all the statements and answers set forth on the application form and documents signed are true and complete to the best of my knowledge, I understand that if subsequent to employment, any of such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment.

I acknowledge and agree that I am executing this AUTHORIZATION FOR RELEASE OF INFORMATION voluntary and have the right to receive a copy of it upon my written request.

It is hereby understood that in order to be considered for employment I must first pass a Pre-employment Urine Drug Screen.

Signature of Applicant Date _____

Address City _____ State _____ Zip Code _____

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: Application must be legible, complete and submitted by deadline for consideration of employment. All fields must be filled out. If not applicable then mark N/A. Applicant must attach all required documentation, unattached documents including supplemental documents will not be considered. Read application carefully for required documentation. If you have any questions please contact the HR Representative; if you are applying for an internal posting you must be an enrolled TMDCI Tribal Member, an eligible TMDCI employee or on TERO (verification needs to be attached). If additional space is needed, please attach additional sheet(s). Letters of reference, resume, and transcripts are considered supplemental.

The posting I am interested in applying for is: **INTERNAL** **OR** **EXTERNAL**

Section A. Personal Information

Position: _____ **Requisition number:** _____ **Location:** _____

Please Print Name: (Last, Middle Initial, First):

Address: (Number, Street, City and Zip Code):

Mailing Address: (If different from above):

Primary Phone: # _____ Secondary Phone #: _____ Personal E-mail: _____

Driver's License #: _____ State of Issue: _____ Expiration Date: _____

Section B. Education Record

List Education; If not applicable, mark N/A.

	Name & Location of school	Course of Study	# Years Completed	# Of Credits	DID YOU GRADUATE?	DEGREE OR DIPLOMA?
High School					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
GED					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
College/Institution					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Business/ Trade Technical					Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Section C. 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 etc.).

If field is not applicable, mark N/A. You may attach resume as supplemental information only.

NOTE: Applications will be rejected if "SEE RESUME" is written on any portion of this section.

Name of Company: _____		Supervisor Name: _____	
Address: _____		Phone Number: _____	
Job Title: _____			
Date of Hire: _____		End Date: _____	
Weekly Hours: _____			
Describe job duties in detail: _____			
Reason for leaving: _____			
Name of Company: _____		Supervisor Name: _____	
Address: _____		Phone Number: _____	
Job Title: _____			
Date of Hire: _____		End Date: _____	
Weekly Hours: _____			
Describe job duties in detail: _____			
Reason for leaving: _____			
Name of Company: _____		Supervisor Name: _____	
Address: _____		Phone Number: _____	
Job Title: _____			
Date of Hire: _____		End Date: _____	
Weekly Hours: _____			
Describe job duties in detail: _____			
Reason for leaving: _____			
Name of Company: _____		Supervisor Name: _____	
Address: _____		Phone Number: _____	
Job Title: _____			
Date of Hire: _____		End Date: _____	
Weekly Hours: _____			
Describe job duties in detail: _____			
Reason for leaving: _____			

Section D. Relevant Information

Although some questions may not be relevant to you please complete by answering all questions.

<u>Yes</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are you related to the immediate supervisor of the position you wish to apply for? If "yes" explain in detail in section #15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Are you a TERO referral?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are you currently employed or ever been employed by Torres Martinez? If "yes" explain in detail in section #15.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Have you ever been convicted of a misdemeanor or felony? List all convictions in section #15. Include any that were expunged, sealed, or dismissed. Convictions are not necessarily disqualifying. You do not have to list minor parking violations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. 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 #15. Arrests are not necessarily disqualifying.
<input type="checkbox"/>	<input type="checkbox"/>		6. Do you understand that after a conditional offer of employment has been made and prior to commencement of employment, you will be subject to a background check which may include but will not be limited to; a review of your criminal record, financial history, previous employment and reference check?
			7. 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?
<input type="checkbox"/>	<input type="checkbox"/>		8. If the position requires driving, are you able to obtain non-risk insurance to drive?
<input type="checkbox"/>	<input type="checkbox"/>		9. Can you travel if required?
<input type="checkbox"/>	<input type="checkbox"/>		10. Do you have a valid CA driver's license?
<input type="checkbox"/>	<input type="checkbox"/>		11. Are you 18 years of age or older?
<input type="checkbox"/>	<input type="checkbox"/>		12. If hired, are you able to provide proof of eligibility to work in the United States?
<input type="checkbox"/>	<input type="checkbox"/>		13. May we contact your current and former employer?
<input type="checkbox"/>	<input type="checkbox"/>		14. Are you able to perform the essential functions/duties of the position as described in the job description with or without accommodation? If accommodation is requested, please specify in section # 15

15. Explanation of relevant informational questions.

Section E. Skills and Experience

If field is not applicable, mark N/A.

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 obtained.

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.

Section F. Personal 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.**

Name/Title: _____ Telephone: _____ Relationship: _____

Mailing Address: _____ # of years known _____

Name/Title: _____ Telephone: _____ Relationship: _____

Mailing Address: _____ # of years known _____

Name/Title: _____ Telephone: _____ Relationship: _____

Mailing Address: _____ # of years known _____

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.

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:**
A person having origins in any of the peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
- Asian:**
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:**
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.