

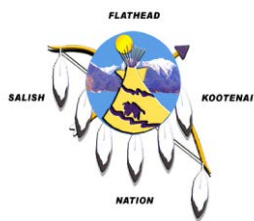
NOTICE TO APPLICANTS

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

The Confederated Salish and Kootenai Tribes appreciate your interest in employment with the Tribal Government. The procedure for filling advertised vacancies is as follows:

- 1. Applications are received through the specified closing timeframe. Applications for employment must be delivered to the Personnel Department no later than the specified closing date and time. Applications that are mailed to the Personnel Department are to be postmarked no later than the specified closing date. Applications that are placed in the internal mail system within the Tribal organization must reach the Personnel Department prior to or on the closing date.**
- 2. Facsimile or emailed copies of an application must be received no later than the specified closing date and time.**
- 3. You must submit a separate application for **each** position you are applying for.**
- 4. It is the applicant's responsibility to keep their own copies of the current or past submitted applications. The Personnel Department will not be responsible for retrieving previous applications or attachments from files.**
- 5. Unless specifically requested in the vacancy announcement, documents such as resumes' may not replace an official Tribal application. If an applicant fails to complete the application in its entirety, their application will be immediately disqualified during the screening process.**
- 6. All applicants will receive a letter informing them whether or not they were finalists selected for an interview within thirty (30) days after the closing date for the vacancy.**
- 7. Selections for interviews will be based on information contained in the official Tribal application. All applicants must ensure that all required information is contained in the application prior to submitting to the Personnel Department.**
- 8. Interview dates and times are scheduled with the hiring Department by the Personnel Department. Tribal members who reside off the reservation will be granted an interview by telephone, if they so request. All other applicants may contact the hiring Department and request a telephone interview; however, the hiring Department is under no obligation to honor this request.**
- 9. The Tribes do not provide travel expense for interviews or relocation expenses if hired.**
- 10. All finalists interviewed receive a letter informing them of the outcome of the interview process.**

If you have any questions, please feel free to contact the Personnel Department at 406-275-2770, ext. 1029 – facsimile 406-675-2711 Website: www.cskt.org



THE CONFEDERATED SALISH & KOOTENAI TRIBES OF THE FLATHEAD RESERVATION



APPLICATION FOR EMPLOYMENT

SPECIFIC POSITION YOU ARE APPLYING FOR: _____

PERSONAL BACKGROUND

Name: _____
Last First Middle

Date of Birth: _____

Permanent Mailing Address:

Number and Street or PO Box

City

State

Zip Code

Home Phone: _____ Work Phone: _____ Message/Cell Phone: _____

Are you enrolled in the CS&K Tribes?: Yes ___ No ___ If yes, give your enrollment #: _____

IF YOU ARE NOT ENROLLED IN THE CS&K TRIBES:

a. Are either of your parents enrolled: YES ___ NO ___ if yes state his/her enrolled name(s).

b. Is your spouse enrolled? YES ___ NO ___ if yes, state his/her enrolled name and the date of marriage: _____

c. Are you enrolled in another tribe? YES ___ NO ___ if yes, attach documentation.

ARE ANY MEMBERS OF YOUR IMMEDIATE FAMILY (*Husband, wife, son, daughter, father, mother, brother, sister, grandfather, grandmother, grandson, and granddaughter*) **CURRENTLY EMPLOYED BY THE CS&K TRIBES:** YES ___ NO ___ If yes complete the following:

Name of Relative	Where Employed	Position Held	Relationship to You
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HAVE YOU SERVED IN THE MILITARY: YES _____ NO _____ *If yes, attach your most recent DD214.*
DO YOU HAVE A VALID DRIVER'S LICENSE: Yes_____ No_____ If not; is there anything that may prevent you from being eligible for a license? Yes_____ No_____ If yes, please explain:

EDUCATION AND TRAINING BACKGROUND

NAME OF HIGH SCHOOL: _____ **DID YOU GRADUATE:** YES ___ NO ___

DO YOU HAVE A GED: Yes ___ No ___ if yes, date received: _____

NAME OF COLLEGE, VOTECH OR OTHER SCHOOL:

Dates attended: _____

Area(s) of study _____

Degree, diploma, or certificate and date(s) received: _____

If you did not receive a degree, diploma or certificate, indicate the total semester or quarter credits received and the major subjects studies: _____

IF YOU HAVE RECEIVED ANY OTHER TYPE OF EDUCATION OR TRAINING, PLEASE DESCRIBE:

WHAT IS THE LOWEST SALARY YOU WILL ACCEPT: _____

EARLIEST DATE YOU CAN START EMPLOYMENT: _____

EMPLOYMENT BACKGROUND

Present Employer

Address and Telephone Number

Name & Title of Supervisor: _____

Position Title: _____ Dates of Employment: _____

Duties: _____

Reason for leaving: _____

Next Previous Employer

Address and Telephone Number

Name & Title of Supervisor: _____

Position Title: _____ Dates of Employment: _____

Duties: _____

Reason for Leaving: _____

Next Previous Employer

Address and Telephone Number

Name & Title of Supervisor: _____

Position Title: _____ Dates of Employment: _____

Duties: _____

Reason for Leaving: _____

LIST YOUR KNOWLEDGE, SKILLS, AND ABILITIES THAT YOU FEEL WOULD QUALIFY YOU FOR THE POSITION (S) YOU ARE APPLYING FOR:

Knowledge, Skills and Abilities

How Obtained and How Long Practiced

LIST THREE REFERENCES WHO ARE NOT RELATIVES, PLEASE NAME PEOPLE WHO HAVE KNOWLEDGE OF YOUR QUALIFICATIONS, WORK HABITS, CHARACTER, AND RELIABILITY.

Name of Reference

Position

Address and Telephone Number

PLEASE BE SURE THAT YOU HAVE SUBMITTED ANY OTHER ADDITIONAL INFORMATION REQUESTED IN THE VACANCY ANNOUNCEMENT. (Relevant academic transcripts or training certificates proof of drivers license, etc.)

I certify that this application contains full, complete and accurate information concerning my qualifications for employment with the Confederated Salish & Kootenai Tribes. I understand it is the policy of CS&KT that decisions concerning qualification for employment are made ONLY on the basis of information provided by my application. I authorize investigation of all facts contained in this application. I understand that falsification or misrepresentation is grounds for immediate dismissal if I am hired.

Signature of Applicant

Date Signed