



APPLICATION FOR EMPLOYMENT

UNITED HOUMA NATION, INC.
400 Monarch Drive
Houma, LA 70364
(985)223-3093

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the appropriate tribal representative.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source [ ] Advertisement [ ] Employee [ ] Relative [ ] Government Employment Agency
[ ] Walk-in [ ] Private Employment Agency [ ] Other \_\_\_\_\_

Name of source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_ Tribal # \_\_\_\_\_
last first mi

Address \_\_\_\_\_
street city state zip code

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile/Alt Phone # (\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_:

May we contact you at work? \_\_\_\_\_ [ ] Yes [ ] No

If yes, work number and best time to call is \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_:

Have you submitted an application here before \_\_\_\_\_ [ ] Yes [ ] No

If yes, give date(s) \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ [ ] Yes [ ] No

If yes, give dates \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_ [ ] Yes [ ] No

Date available to work \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Type of work desired [ ] Full-Time [ ] Part-Time [ ] Temporary [ ] Seasonal [ ] Educational Co-op

Will you relocate if job requires it? \_\_\_\_\_ [ ] Yes [ ] No Will you travel if job requires it? \_\_\_\_\_ [ ] Yes [ ] No

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ [ ] Yes [ ] No

Will you work overtime if required? \_\_\_\_\_ [ ] Yes [ ] No

If no, please explain \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ [ ] Yes [ ] No

Have you been convicted of a crime in the last seven (7) years? \_\_\_\_\_ [ ] Yes [ ] No

If yes, please explain \_\_\_\_\_

Convictions will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comment section below.

EMPLOYER  TELEPHONE (    )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND RESPONSIBILITIES
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER	
REASON FOR LEAVING	HOURLY RATE/SALARY		
	FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER	
EMPLOYER  TELEPHONE (    )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND RESPONSIBILITIES
	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER	
REASON FOR LEAVING	HOURLY RATE/SALARY		
	FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER	
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	FROM	TO	
ADDRESS			
JOB TITLE	HOURLY RATE/SALARY		
	STARTING		
IMMEDIATE SUPERVISOR AND TITLE	\$	PER	
REASON FOR LEAVING	HOURLY RATE/SALARY		
	FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	PER	

COMMENTS (INCLUDE EXPLANATION OF ANY GAPS IN EMPLOYMENT) \_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with most recent. List number of years completed. Indicate degree or diploma earned, if any. Grade point average or Class Rank. Major field of study.

SCHOOL	YEARS COMPLETED	DEGREE DIPLOMA	GPA CLASS RANK	MAJOR

## REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN

## ADDITIONAL INFORMATION

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.)

ORGANIZATION	OFFICES HELD

**SKILLS AND QUALIFICATIONS** - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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List special accomplishments, publications, awards, etc. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.)

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List any additional information you would like us to consider. \_\_\_\_\_

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I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by tribal, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_