**Isna Wica Owayawa / Loneman School**

P.O. Box 50

Oglala, SD 57764

Phone: (605) 867-6875 Fax: (605) 867-5109

APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age marital status, or the presence of a non-job related medication condition or handicap.

**NO APPLICATION WILL BE CONSIDERED UNLESS IT IS FULLY COMPLETED**

|  |  |
| --- | --- |
| Date of Application: | Position Desired? |
| Name: (Last, First, MI) | |
| Address: (Street/PO, City, State, Zip) | Phone:  W:  H: |
| Email Address: | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO |  |
| Are you over the age of 18 years? |  |  | (Proof of identity and eligibility will be required upon employment) |
| Are you legally eligible to be employed in the United States? |  |  |  |
| Are you able to perform the essential functions of the job for which you are applying? |  |  | If no, please explain? |
| Have you ever worked for Loneman School before? |  |  | If yes, please explain? |
| Do you have any relatives or friends who work for the Loneman School? |  |  | If yes, please explain? |
| Are you currently Employed? |  |  |  |
| How did you find out about job or Loneman School? |  | | |
| Have you ever been convicted of a felony? |  |  |  |
| Are you available to work? **check all that apply:**  days ( ), nights ( ), weekends ( ), full-time ( ), part-time ( ) | | | |
| Are you a Veteran? |  |  | Copy of DD-214 |
| Do you claim Indian preference? |  |  | Copy of BIA form 4432 |

|  |  |  |
| --- | --- | --- |
| Employer Experience (Start with your current or most recent position): | | |
| Title/Position: | From: Month/Day/Year | To: Month/Day/Year |
| Name of Employer: | Supervisor’s Name and contact info: | |
| Describe the Work Performed: | | |

|  |  |  |
| --- | --- | --- |
| Title/Position: | From: Month/Day/Year | To: Month/Day/Year |
| Name of Employer: | Supervisor’s Name and contact info: | |
| Describe the Work Performed: | | |

|  |  |  |
| --- | --- | --- |
| Title/Position: | From: Month/Day/Year | To: Month/Day/Year |
| Name of Employer: | Supervisor’s Name and contact info: | |
| Describe the Work Performed: | | |

|  |  |  |
| --- | --- | --- |
| Personal References: (excluding relatives): | | |
|  | | |
| Name: | Address: | Relationship: |
| Phone: | Email: | |

|  |  |  |
| --- | --- | --- |
| Name: | Address: | Relationship: |
| Phone: | Email: | |

|  |  |  |
| --- | --- | --- |
| Name: | Address: | Relationship: |
| Phone: | Email: | |

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| Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. |
| List academic honors, extracurricular activities, offices held, etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.) |

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Background | | | |
|  | | | |
| High School: | Name and Location of School: | No. of Years Completed: | Diploma or Degree Received: |
| College: | Name and Location of School: | No. of Years Completed | Diploma or Degree Received |
| College: | Name and Location of School: | No. of Years Completed | Diploma or Degree Received |
| Graduate Work: | Name and Location of School: | No. of Years Completed | Diploma or Degree Received |
| Vocational or Trade School: | Name and Location of School: | No. of Years Completed | Diploma or Degree Received |

**\*\*\*ATTACH A CURRENT TRANSCRIPT OR A LIST OF COURSES TAKEN AND CREDIT HOURS COMPLETED FROM ALL COLLEGES ATTENDED.**

**\*\*\* A G R E E M E N T \*\*\***

**I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this application for employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from Loneman. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.**

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**Print Name Signature Date**

The following must be included in order for application to be complete:

APPLICANT – DO NOT WRITE IN THIS SECTION

|  |  |  |  |
| --- | --- | --- | --- |
|  | | YES | NO |
| Completed Application | |  |  |
| Resume | |  |  |
| Indian Preference Documentation BIA 4432 | |  |  |
| Veterans Preference Documentation DD-214 | |  |  |
| Completed Background Check (Fingerprint Cards) | |  |  |
| Drug Test | |  |  |
| Official College Transcripts | |  |  |
| Job Related Certificates | |  |  |
| Additional Information included: | | | |
| Signature of HR or other: | Date Received: | | |

APPLICANT – DO NOT WRITE IN THIS SECTION

|  |  |  |
| --- | --- | --- |
| Interview Date | Time: | Recommend Employment:  YES NO |

Comments: