



## **NEBRASKA INDIAN COMMUNITY COLLEGE**

*MACY, NE • SANTEE, NE • SOUTH SIOUX CITY, NE*

### **APPLICATION FOR EMPLOYMENT**

The Nebraska Indian Community College is an equal opportunity employer (EEO) and does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, age, physical or mental disability, or any other protected characteristics. Please advise us if any accommodations are required to assist you in the application process.

Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Present Address PO and Street:  
City, State, Zip Code: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Are you at least 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever worked or attended school under another name? If so, under what name?  
 \_\_\_\_\_

Have you been convicted of a felony in the last 7 years? \*  Yes  No  
 If yes, give details, including date(s):  
 \_\_\_\_\_

\* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

### **POSITION DESIRED**

Position: _____	Location: <input type="checkbox"/> Macy <input type="checkbox"/> Santee <input type="checkbox"/> So Sioux City
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Salary desired: _____	Date you can start: _____
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Are you available to work overtime?  Yes  No

Have you previously worked for NICC? If so, from \_\_\_\_\_ to \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Former supervisor(s): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

How did you learn about this opening?  
 \_\_\_\_\_

**EDUCATION**

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University:	Graduated?      Year: <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated?      Year: <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Other special skills:		

**MILITARY EXPERIENCE**

Branch of Service:	Dates Served:	Rank at Discharge:
Education and Training:		

**WORK EXPERIENCE**

Please list all previous employment, beginning with the most recent. If you need more room, you may attach an additional sheet. Please make sure to fill out this section completely, DO NOT write "see resume".

Employer:	Address:	
From: To:	Position Held:	Reason for leaving:
Supervisor's Name, Title and Phone Number:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Pay:	Final Pay:	
Employer:	Address:	
From: To:	Position Held:	Reason for leaving:
Supervisor's Name, Title and Phone Number:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:		
Starting Pay:	Final Pay:	

Employer:		Address:	
From: To:	Position Held:		Reason for leaving:
Supervisor's Name, Title and Phone Number:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Pay:		Final Pay:	
<b>REFERENCES</b>			
Please list at least three business/professional references. Do not include relatives.			
Name:		Relationship:	
Phone and/or email:		Years Known:	
Name:		Relationship:	
Phone and/or email:		Years Known:	
Name:		Relationship:	
Phone and/or email:		Years Known:	
<b>ADDITIONAL QUESTIONS/INFORMATION</b>			
<p>Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State of License: _____ #: _____</p> <p>Current Auto Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If needed, are you able to provide/use your own transportation to do your job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you willing/able to do day or overnight travel if required for your position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been dismissed or forced to resign from any employment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p> <p>Can you, with or without reasonable accommodation, perform the essential functions of the job for which you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Indian preference will be applied as defined in Title 25, United States Code (U.S.C.) 472, 472a; Title 42 Code of Federal Regulations (CFR), Part 36, Subpart E. If you mark "yes" below you must be able to provide documentation of enrollment for member(s) indicated.</p> <p>Are you an enrolled member of a Federally Recognized Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you are not a member of a Federally Recognized Tribe, are you a descendant of a member of a Federally Recognized Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

## AUTHORIZATION AND ACKNOWLEDGMENTS

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that the Nebraska Indian Community College may obtain or have prepared a consumer/investigative consumer report concerning my prior employment, military record, education, credit worthiness, or credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. By signing below, I authorize the Nebraska Indian Community College to obtain such a report.

I understand that Nebraska Indian Community College is a Drug Free Workplace and agree to abide to the Nebraska Indian Community College policies and procedures. I also understand that my employment is contingent upon successfully passing a complete background check and possibly a post-offer drug screen.

I understand that nothing contained in this Application for Employment, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself (The Applicant) and the Nebraska Indian Community College (The Employer). I understand that if hired, my employment is "At-Will", which means that my employment is for no definite or determinable period and that the terms and conditions of my employment may be changed with or without cause, or with or without notice, including but not limited to: termination, demotion, promotion, transfer, compensation, benefits duties, and location.

I certify, under the penalty of perjury, that all the information I have listed on this application for employment is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination of employment, regardless of the time elapsed prior to discovery. I further certify that I have personally completed this Application for Employment, unless stated otherwise in writing.

If employed, I will abide by the organization's rules and procedures.

Applicant Signature:

Date: