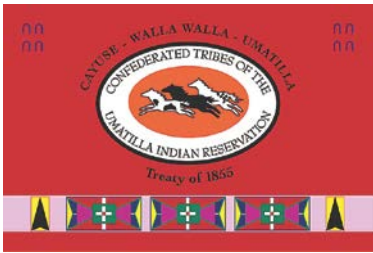


Application for Temporary Employment Form



Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

NOTICE TO APPLICANTS: 1) Failure to provide up-to-date contact information will reduce your opportunity for employment. 2) **Do NOT solicit Departments and Programs for work.** If you have been actively soliciting temporary employment through various departments and a request for Temporary Employment is subsequently received. Those individuals who have active applications on file with Human Resources will receive first priority for placement

Tribal Affiliation:

CTUIR Enrolled Other Indian Enrollment #: _____ Non-Indian

Special skills, certifications, or permits: (Please check all that apply)

First Aid / CPR: Expiration Date: ____/____/____ Food Handlers: Expiration Date: ____/____/____

List all relevant training: Formal or Informal

Are you currently in school? YES NO

Do you have a high school diploma or GED? YES NO If yes, GED or Diploma?

Have you ever been convicted of a felony? YES NO

Do you have reliable transportation to work? YES NO

*Do you have a valid driver's license: YES NO If yes, which state/ Nr: ____/____

*Temporary employees authorized to drive GSA or Tribally owned vehicles MUST meet Tribal insurance requirements. I understand that as a Temporary employee I will not be authorized travel to conferences or other training. Travel will be limited to local travel for errands only.

Do you have a CDL? YES NO What type? A B C

*Some positions within DECD, Planning, Head Start, and Public Works, may require a Commercial Driver License.

Do you have endorsements: HAZMAT Doubles/Triples Tank Passenger Other: _____

Application for Temporary Employment Form

Where are you willing to work? (Please check all that apply)

- | | | | | |
|---|--|--|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Communications | <input type="checkbox"/> DECD | <input type="checkbox"/> DNR Administration | |
| <input type="checkbox"/> DNR CRPP | <input type="checkbox"/> DNR Fisheries | <input type="checkbox"/> DNR Wildlife | <input type="checkbox"/> DNR Water Resources | |
| <input type="checkbox"/> DNR Range & Ag | <input type="checkbox"/> DNR First Foods | <input type="checkbox"/> DOSE | <input type="checkbox"/> Education | <input type="checkbox"/> Enrollment |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Gaming | <input type="checkbox"/> Housing | <input type="checkbox"/> Human Resources | <input type="checkbox"/> DCFS |
| <input type="checkbox"/> Information Technology | | <input type="checkbox"/> Legal Counsel | <input type="checkbox"/> Planning | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Tamastslikt | <input type="checkbox"/> Tribal Court | <input type="checkbox"/> Anywhere my skills can be used. | |

Please list any specialty skills that you have which are relevant to the position you are seeking (*be specific*):

| |
|--|
| |
| |
| |
| |
| |
| |

Employment History - Last 2 or past 10 years

| | | | |
|-------------|-------------------|-----------------|--------------------|
| Employer: | | | |
| Job Title: | | Pay rate: | |
| Job duties: | | | |
| Employed | From (month/year) | To (month/year) | Reason for Leaving |

| | | | |
|-------------|-------------------|-----------------|--------------------|
| Employer: | | | |
| Job Title: | | Pay rate: | |
| Job duties: | | | |
| Employed | From (month/year) | To (month/year) | Reason for Leaving |

Application for Temporary Employment Form

Applicant Responsibility:

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification or knowledge requirements. Applicants failing to meet the listed duties and responsibilities for any open Temporary position will not be assigned to a temporary position.

All Temporary employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility. The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of temporary employees based on CTUIR Tribal and Indian Preference.

The information provided in this Application for Temporary Employment is true, correct, and complete. I understand that if employed, any misstatement or omission of fact on the application may result in my dismissal. I further understand that acceptance of an offer for Temporary Employment does not create a contractual obligation upon the Confederated Tribes of the Umatilla Indian Reservation to continue to employ me.

Signature: _____ Date: _____

Return to: CTUIR – Office of Human Resources
46411 Timine Way
Pendleton, OR 97801 Phone/Fax: (541)276-9060

NOTICE

**You are advised that you also need to complete the Tribal Employment Application Supplemental Form.
See next page.**

Application for Temporary Employment Form

Tribal Employment Application Supplemental Form

Education, Criminal, Department of Motor Vehicle, Reference, and Prior Employment Release Authorization Form

NOTICE TO APPLICANT

If you are considering employment with the Confederated Tribes of the Umatilla Indian Reservation, your educational background and prior place(s) of employment will be verified by the Office of Human Resources. This authorization form must be completed and signed by you and attached to the Tribal Application for Employment Form (application) for each position for which you may be applying. Failure to complete and sign the form may disqualify you for consideration for employment with the Tribe.

Applicant Signature

Print Name

Date

- -

Social Security Number

Applicants for positions classified as Tribal Safety Sensitive or Covered Status Positions

Department: _____

Job Title: _____

NOTICE TO APPLICANT

The Office of Human Resources shall conduct a background investigation on all applicants for positions classified as Tribal Safety Sensitive and Covered Status. Safety Sensitive positions shall include positions within the Tribal Police and Fire Departments as well as all positions designated as operating heavy equipment. Covered Status positions include positions within the Department of Children and Family Services, Office of Human Resources, Department of Education, and any other position identified as working with or supervising children. All such positions shall be required to undergo background investigation that will include Criminal, Credit, Employment, Education, and Motor Vehicle checks before an applicant can be interviewed.

Applicant Signature

Printed Name

Date

- -

Social Security Number

Date of Birth

Driver License State & Number

The Tribe collects Social Security Numbers only as necessary for use in the performance of the Tribe's duties and responsibilities, which may include the following possible purposes: classification of accounts; identity management; credit worthiness; billing and payments; data collection, reconciliation, and tracking; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; student health services; research management; and reporting to authorized state and federal government agencies. Federal and State laws require us to protect Social Security Numbers from disclosure to unauthorized parties. Employees are assigned CTUIR Employee Identification number to assist in protecting their personal information.