

Cocopah Indian Housing and Development

10488 W. Steamboat Street • Somerton, Arizona 85350

Phone (928) 627-8863 • Fax (928) 627-9800

Application for Employment

Cocopah Indian Housing & Development Promotes a Drug and Alcohol-Free Workplace

* Print neatly in ink or type * Answer all Questions completely * Attach additional sheets if necessary * Sign this Application where required
 * If you have any questions or problems, contact Human Resources at (928) 627-8863 * Read all information/disclaimer on this application

Position(s) Desired – You may apply for more than one open position

Position applied for: _____

PERSONAL DATA:

Last Name: _____ First Name: _____ Middle: _____

Social Security #: _____ E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Residence Address: _____

(If different from mailing address)

City: _____ State: _____ Zip Code: _____

Phone: Home () _____ Message: () _____ Cell: () _____

EDUCATION:

Indicate highest grade completed: [] Grade School (1-8) [] High School (9-12)

Did you graduate from High School? [] Yes [] No or do you have a GED () Yes () No

Name of High School/Trade/Technical/ Business or Other School(s) Attended	Course of Study	Diploma and Year

Certification will be required for personnel files

Name of Colleges or University	Major/Minor	Credits	Degree	GPA

ADDITIONAL INFORMATION:

Do you have a current driver's license? () Yes () No Date of Birth: _____

Driver's License Number: _____ State: _____ Class: _____ Expiration Date: _____

* For employment verification purposes, list any other names under which you have worked: (i.e., maiden name, previous married name, a.k.a):

* Are you bilingual? () Yes () No If yes, language: _____

SUPPLEMENTAL INFORMATION – THIS INFORMATION IS MAINTAINED IN A HIGHLY

CONFIDENTIAL MANNER:

* Do you have any misdemeanor or felony convictions? () Yes () No

A "yes" response does NOT disqualify you from employment; However it does require a complete explanation including dates, nature of offense and disposition. If more space is needed, please attach a separate sheet.

Explain Fully: _____

* Do you have any conditions for traffic violations, including DUI where the fine was more than \$100? () Yes () No A "yes" response does NOT disqualify you from employment; However it does require a complete explanation including dates, nature of offense and disposition. If more space is needed, please attach a separate sheet:

Explain Fully: _____

* Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body or by your current or any previous employer? () Yes () No If you answer: "yes" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Explain Fully: _____

I understand that should I fail to list all convictions, my application will not receive further consideration and I will not be considered for employment. I further understand that if I obtain employment with Cocopah Indian Housing & Development and information is received regarding a conviction which should have been listed on this application, I will be subject to disqualification and/or dismissal from employment.

Signature: _____ Print Name: _____ Date: _____

EMPLOYMENT INFORMATION:

* Are you a U.S. Citizen? () Yes () No

* Are you authorized to work in the United States? () Yes () No

Alien Registration Card Number: _____

* Do you claim Native American Preference? () Yes () No

* If so, which Tribe? _____ Enrollment Number: _____

* Have you ever been dismissed (fired) from any job, or resigned at the request of your employer? () Yes () No If you answer "yes" you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination in the space provided below. If more space is needed, please attach a separate sheet.

A "yes" answer is not disqualifying and will be considered individually, but should be explained fully:

EMPLOYMENT HISTORY- JOB EXPERIENCE:

Beginning with your current or most recent employer, list all the positions you have held, You MUST provide ALL requested information for each employer section you complete below. Failure to provide all requested information (i.e., employment dates, hour's worked, complete address, phone and supervisor) may render your application

ineligible for further consideration.

This section MUST be fully completed even if you have attached a resume.

A. Current/Most Recent Employer: _____ Phone: _____
Address: _____ Type of Business: _____
City: _____ State: _____ Zip Code: _____
Title: _____
Employment Dates: From: _____ To: _____ Total Time: _____
Supervisor's Name/Title: _____
Salary: Starting: _____ Ending: _____ Hours per week: _____
Describe your major functions, duties and accomplishments: _____

Why did you leave, or why do you want to leave? _____
Are you currently employed by this company? () Yes () No
If yes, may we contact your employer? () Yes () No

B. Current/Most Recent Employer: _____ Phone: _____
Address: _____ Type of Business: _____
City: _____ State: _____ Zip Code: _____
Title: _____
Employment Dates: From: _____ To: _____ Total Time: _____
Supervisor's Name/Title: _____
Salary: Starting: _____ Ending: _____ Hours per week: _____
Describe your major functions, duties and accomplishments: _____

Why did you leave, or why do you want to leave? _____
Are you currently employed by this company? () Yes () No
If yes, may we contact your employer? () Yes () No

C. Current/Most Recent Employer: _____ Phone: _____
Address: _____ Type of Business: _____
City: _____ State: _____ Zip Code: _____
Title: _____
Employment Dates: From: _____ To: _____ Total Time: _____
Supervisor's Name/Title: _____
Salary: Starting: _____ Ending: _____ Hours per week: _____
Describe your major functions, duties and accomplishments: _____

Why did you leave, or why do you want to leave? _____
Are you currently employed by this company? () Yes () No
If yes, may we contact your employer? () Yes () No

EMPLOYMENT HISTORY- CONTINUE:

D. Current/Most Recent Employer: _____ Phone: _____
Address: _____ Type of Business: _____

Cocopah Indian Housing & Development is committed to a drug-free workplace to protect the safety of workers and the public. Cocopah Indian Housing & Development administers an alcohol and/or drug-screening program (hereinafter collectively referred to as “drug”) with strict policies and procedures to ensure its integrity. It is the policy of Cocopah Indian Housing & Development that applicant takes a drug screen to show they are drug free. Cocopah Indian Housing & Development will employ no applicant whose test shows positive for drug use. Additionally, Cocopah Indian Housing & Development will conduct random drug testing at the Clinic/Lab of its choosing.

1. I understand that my refusal to sign this form, the falsification of any samples or a positive test will result in my ineligibility for employment with Cocopah Indian Housing & Development.
2. In being considered for employment by Cocopah Indian Housing & Development, I give my consent to any collection site (“Clinic”) or Certified Laboratory (“Lab”) to perform any testing necessary to determine the presence and/or level of drugs in my urine.
3. I further give my consent for the release to Cocopah Indian Housing & Development, Human Resources Department, results of any medical tests performed by said Clinic or Lab.
4. All physicians, employees and agents who work or perform services for Cocopah Indian Housing & Development are held harmless from any action that may arise from such test results being divulged to Cocopah Indian Housing & Development.
5. I understand and acknowledge that my refusal to be tested, to sign necessary forms, or a positive test result constitutes a violation of the state policy for Cocopah Indian Housing & Development and will result in no offer of employment or the withdrawal of any implied offer of employment.

Signature of Applicant

Date

Witness

Certification

I hereby certify that all entries on this employment application and any attachments therein are true and complete, and I agree and understand that any falsification of information, regardless of time of discovery, may cause forfeiture on my part any employment with Cocopah Indian Housing & Development. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to reference and former employers and educational institutions listed being contacted regarding this application. I also consent to a pre-employment physical examination and the result thereof being made known to the Cocopah Indian Housing & Development. I further consent to pre-employment drug and alcohol screening and the results thereof being made known to Cocopah Indian Housing & Development.

Signature of Applicant

Date

Witness