



# Sicangu Oyate Ho, Inc.

## St. Francis Indian School

PO BOX 379 • 502 E. WARRIOR DRIVE • ST. FRANCIS, SOUTH DAKOTA 57572

### JOB APPLICATION

(Revised in Accordance with Federal Guidelines and Board Policy)

#### GENERAL INFORMATION

FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_ LAST NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
Physical/Box City State Zip

PREVIOUS ADDRESS: \_\_\_\_\_  
(IF ANY) Physical/Box City State Zip

TELEPHONE NUMBER:(H) \_\_\_\_\_(C) \_\_\_\_\_(W) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

POSITION DESIRED (Please be specific): \_\_\_\_\_

EXPECTED PAY RATE: \_\_\_\_\_

AGE: Are you over 18 years of age? YES  NO

If no, you will need to submit a work permit.

CITIZENSHIP: Are you a U.S. Citizen? YES  NO

The Immigration Reform and Control Act of 1987 requires you to fill out an I-19 Form (Employment Eligibility Verification) as part of your employment file.

LANGUAGE: Name the Language(s) in which you are fluent.

Language: \_\_\_\_\_ Reading  Writing  Speaking

Language: \_\_\_\_\_ Reading  Writing  Speaking



**HOME ADDRESS FOR PAST FIVE (5) YEARS**  
(Use additional page if needed)

ADDRESS CITY STATE ZIP From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS CITY STATE ZIP From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS CITY STATE ZIP From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS CITY STATE ZIP From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS CITY STATE ZIP From: \_\_\_\_\_ To: \_\_\_\_\_

**EDUCATION**  
**PLEASE SUBMIT YOUR TRANSCRIPTS FOR A COMPLETE APPLICATION:**  
**HS/GED/COLLEGE TRANSCRIPTS.**

Name of High School/GED: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Address: \_\_\_\_\_ Diploma Received: Yes  No   
STREET/BOX CITY STATE ZIP

Year you received your Diploma? \_\_\_\_\_

Name of college: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Address: \_\_\_\_\_ Diploma Received: Yes  No   
STREET/BOX CITY STATE ZIP

Year you received your Diploma? \_\_\_\_\_

Degree/Major: \_\_\_\_\_ Date Degree Received: \_\_\_\_\_

List last name(s) if different then above at time of high school or college attendance:

\_\_\_\_\_

Type of Professional license/Certification: \_\_\_\_\_

License of Certification Number: \_\_\_\_\_ Date Received: \_\_\_\_\_





**Name:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Bus. No.** \_\_\_\_\_

\_\_\_\_\_ **Years Know Socially:** \_\_\_\_ **Professionally:** \_\_\_\_

ADDRESS

\_\_\_\_\_ **Relation or Job Title** \_\_\_\_\_

BUSINESS ADDRESS

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**Name:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Bus. No.** \_\_\_\_\_

\_\_\_\_\_ **Years Know Socially:** \_\_\_\_ **Professionally:** \_\_\_\_

ADDRESS

\_\_\_\_\_ **Relation or Job Title** \_\_\_\_\_

BUSINESS ADDRESS

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**Name:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Bus. No.** \_\_\_\_\_

\_\_\_\_\_ **Years Know Socially:** \_\_\_\_ **Professionally:** \_\_\_\_

ADDRESS

\_\_\_\_\_ **Relation or Job Title** \_\_\_\_\_

BUSINESS ADDRESS

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**Name:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Bus. No.** \_\_\_\_\_

\_\_\_\_\_ **Years Know Socially:** \_\_\_\_ **Professionally:** \_\_\_\_

ADDRESS

\_\_\_\_\_ **Relation or Job Title** \_\_\_\_\_

BUSINESS ADDRESS

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**Name:** \_\_\_\_\_ **Home No.** \_\_\_\_\_ **Bus. No.** \_\_\_\_\_

\_\_\_\_\_ **Years Know Socially:** \_\_\_\_ **Professionally:** \_\_\_\_

ADDRESS

\_\_\_\_\_ **Relation or Job Title** \_\_\_\_\_

BUSINESS ADDRESS

<b>BACKGROUND INFORMATION</b> <b>(PLEASE READ CAREFULLY AND THOROUGHLY)</b>
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Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit: (1) traffic fines of \$300.00 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender Law, (4) any conviction set aside under the Federal Youth Correction Act of similar State Law, and (5) any conviction whose record was expunged under Federal or State Law.

Section 231 of the Crime Control Act of 1990, Public Law 101-647; require that employment applications for Federal Child Care positions have applicants sign a receipt of notice that criminal record(s) check will be conducted.

1. Have you ever been arrested for or charged with a crime involving a child? **YES NO**  
If "Yes", use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.

Section 40 § of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal records check for positions with regular contact with or control over Indian children.

2. Have you ever: (1) been arrested for or charged with a crime involving a child, and/or (2) been found guilty of, or entered a plea of nolo contendere or guilty to, any offense under Federal, State, or Tribal Law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, or crimes against persons? **YES NO**  
If "Yes", use the additional space section at the end of this application to provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.
3. During the past ten (10) years, have you ever been convicted, been imprisoned, been on probation, or been on parole? (Include felonies, firearms, or explosives violations, misdemeanors, and all other offenses.) **YES NO**  
If yes", use the additional space section at the end of this application to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
4. Have you been convicted by a Military Court-Martial in the past ten (10) years? ( If no Military Service, answer "No".) **YES NO**  
If "Yes") use the additional space section at the end of this application to provide the date, explanation of the violation, place of occurrence, and the name and address of the Military authority or court involved.
5. Are you under any charges for any violation? **YES NO**  
If "Yes", use the additional space section at the end of this application to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
6. During the last five (5) years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement

because of specific problems, or were you debarred from Federal, State, or Tribal employment such respective Agency and/or Tribe? **YES NO**

7. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federal guaranteed or insured loans such as student and home mortgage loans.) **YES NO**

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

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Applicant's Signature

Date





APPENDIX "A"

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize the **St. Francis Indian School** to conduct an investigation into my personal background for the purpose of evaluating my qualification for employment, promotion, reassignment or retention as an employee. I acknowledge and agree that **St. Francis Indian School** may conduct all or part of such investigation. I also acknowledge and agree that **St. Francis Indian School** may obtain information pursuant to such investigation through personal interview with acquaintances, business associates and other persons who may have knowledge as to my personal and professional background. I further acknowledge and agree that inquiry into my character, personal characteristics, credit, employment history, and public record information (e.g., record of civil judgment, convictions, motor vehicle violations, tax liens, or bankruptcy information) as well as diplomas, degree, licenses, and transcripts may be relevant to **St. Francis Indian School's** evaluation of my qualifications and that such inquiry will be made pursuant to such investigation to release and disclose it to the **St. Francis Indian School**. I do hereby release \_\_\_\_\_ and any person

**(PLEASE LEAVE BLANK)**

Providing information in connection therewith from any and all liability which may arise in connection with the above described background investigation. In authorizing such investigation, I hereby voluntarily provide the following supplemental data to ensure that any records located which may refer to a person with a name identical or similar to mine are properly determined as referring to, or not to me. I understand that I am not required to provide the supplemental data and that if I do so it will be used only in connection with the investigation authorized herewith. I have been advised and I understand that I have the right to make a written request within thirty (30) days from the date hereof to receive information concerning a nature and scope of the above described background investigation. The foregoing is in accordance with my understanding and agreement and my signature on this "**Authorization for Release of Information**" confirms my acceptance thereof. Copies of the "**Authorization for Release of information**" show me that my signature are as valid as the original. "**Authorization for Release of Information**" signed by me. Before signing, I have had the opportunity to review this document with anyone of my choosing, including an attorney.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Printed Name**