

# APPLICATION PROCEDURE CHECKLIST

\*\*PLEASE READ\*\*

**YOUR APPLICATION WILL BE RETAINED IN THE PERSONNEL DEPARTMENT FOR ONE YEAR.**

1. A completed Tribal Employment Application **MUST** be submitted by the closing date of the position advertisement. Each section must be completed and the application must be signed and dated.
2. A letter of interest or resume' which addresses how the applicant meets each qualification **MUST** be submitted with the application. Please do not write "See Resume" on application.
3. High School or GED documentation, original/official college transcripts from an accredited college or university **MUST** be submitted by closing date of position.
4. Copies of all and other supporting documentation referred to in the application and job description **MUST** be with the application by the closing date.
5. If you are claiming Native American Indian preference, proof of Shoshone-Bannock Enrollment or other tribal affiliation **MUST** be submitted with the application.
6. If you are claiming Veteran's preference, a copy of the DD 214 must be submitted with the application.

\*\*Ask yourself; are the following documents with the application?\*\*\*

Professional certifications/licenses (Copies)	Yes	No	
Driver's License (Copy)	Yes	No	State _____
References	Yes	No	
Tribal I. D. for Indian Preference	Yes	No	
DD 214 (Military)	Yes	No	
Educational Degrees (Official Transcripts)	Yes	No	
Completed background check sheet	Yes	No	

If circumstances should change between the time an application is submitted and the time a position becomes available, it is recommended the application be updated to reflect the changes, as long as it is within a year of applying for a position.

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement. Applications that do not contain the above information will be considered **INCOMPLETE** and may be **SCREENED OUT**.

## Application Procedure

A completed Tribal Employment Application must be submitted by the closing date of the position as advertised. Each section must be completed and the application must be dated and signed. Incomplete applications will not be considered. A resume will not be accepted as a substitute for a completed application. "See Resume" is not acceptable on this application.

- A letter of interest or resume which addresses how the applicant meets the qualifications must be submitted with the application.
- High School or GED documentation or official college transcripts from an accredited college or university that documents educational attainment must be submitted by the closing date of the position.
- For positions that require professional licensure, a copy of the license must be submitted with the application.
- Copies of all other supporting documentation referred in the application and/or the position description must be submitted with the application.
- If you are claiming Native American Preference, proof of Tribal enrollment or affiliation must be submitted with the application.
- If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

Applications and all accompanying documents must be received by 5 p.m. (MST) on the closing date of the position. Applications that do not contain the above information will be considered INCOMPLETE and will not be considered for hire.

Applications will retire in the Personnel Department after one (1) year from the date of submission.

If you are applying for more than one position, a letter of interest for each position is required. It is not necessary to submit additional applications in the same year.

Submit the application packet to:

Personnel Department  
Shoshone-Bannock Tribes  
P.O. Box 306  
Fort Hall, Idaho 83203

or email to: [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com)



Submit application to: [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com)  
**The SHOSHONE-BANNOCK TRIBES**

**Employment Application**  
**Personnel Department**  
 P.O. Box 306 Fort Hall Idaho 83203  
 Phone 208-478-3857  
 208-478-3862  
 Fax 208-478-3950

**Instructions:** All sections of this application must be filled out completely, including the names, addresses and phone numbers of your most recent employers. Attach supporting documents, including: Tribal enrollment, honorable discharge (DD214), educational attainment (degrees conferred, transcripts, etc.), professional certification, license, and other relevant documents to verify your job qualifications and your eligibility for preference.

**INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

**PERSONAL**

Please Print or Type  
 Miss \_\_\_\_\_

Date: \_\_\_\_\_

Mrs. Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Ms. Address: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Mr. City, State, Zip: \_\_\_\_\_ State Issued: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Are you 18 yrs. of age or older?  Yes  No

Message #: \_\_\_\_\_ Male  Female

Email: \_\_\_\_\_

Are you an enrolled Shoshone-Bannock Tribal member?  Yes  No Enrollment #: \_\_\_\_\_  
 Attach Photo Copy.

Tribal Affiliation: \_\_\_\_\_  
 (Please submit a certificate of Tribal enrollment for Indian preference.)

**EMPLOYMENT DESIRED:**

Positions Applied for: 1. \_\_\_\_\_

Permanent  Yes Part-time/Temporary  Yes 2. \_\_\_\_\_

Reserve  Yes Seasonal  Yes

Submit a separate letter for each position you wish to be considered for. The letter should state your qualifications for that particular job.

Salary Desired:	Date Available:	Have you ever been employed here before? No <input type="checkbox"/> Yes <input type="checkbox"/> Dates _____ to _____
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Are you employed now?  Yes  No May we contact your employer?  Yes  No

Referral Source: \_\_\_\_\_

Do you have an immediate family member working for the Shoshone-Bannock Tribes?  Yes  No

Name(s): \_\_\_\_\_ Relationship(s): \_\_\_\_\_

Program Name(s): \_\_\_\_\_

Previous Convictions MAY not exclude an applicant from employment, depending on the position applied for.

Have you ever been convicted of an offense other than a minor traffic violation?  Yes  No If yes, give date, place, and offense:

1. Date: \_\_\_\_\_ Place: \_\_\_\_\_ Offense: \_\_\_\_\_ Results: \_\_\_\_\_

2. Date: \_\_\_\_\_ Place: \_\_\_\_\_ Offense: \_\_\_\_\_ Results: \_\_\_\_\_

3. Date: \_\_\_\_\_ Place: \_\_\_\_\_ Offense: \_\_\_\_\_ Results: \_\_\_\_\_

