



Application For Employment

For Office Use Only

Start Date: _____
 Pay Rate: _____ Per _____
 PD Rate: _____ Per _____
 Hired By: _____
 Received By: _____
 Date Received: _____

Application Date: _____

Personal Information

Full Legal Name: _____ Preferred Name: _____
Last First Middle Initial

Date of Birth: ____/____/____ Social Security # _____
Month Day Year

Address: _____
Street Address City, State and Zip Apt / Unit / Lot #

Cell Phone: _____ Other Phone: _____ Email: _____

Date Available: ____/____/____ What position are you applying for? _____
 _____ Desired Salary: \$ _____

Qualifications & Certifications

Are you a citizen of the United States? Yes No If No, are you authorized to work in the U.S.? Yes No

Have you previously worked for us? Yes No If Yes, when and in what capacity? _____

List any professional certifications you currently hold: _____

Education

Name of High School: _____ City & State of High School: _____

From: _____ to _____ Did you graduate? Yes No Type of Diploma: _____

College: _____ City & State of College: _____

From: _____ to _____ Did you graduate? Yes No Type of Degree: _____

Professional References

Name: _____ Name: _____

Company: _____ Company: _____

Relationship: _____ Relationship: _____

Phone or Email: _____ Phone or Email: _____

Previous Employment (Start with most recent) (attach Resume' if available)

Company Name: _____ Supervisor Name: _____
Address: _____ Phone: _____
Date of Employment: _____ to _____ Reason for Leaving: _____
Responsibilities: _____
Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact your previous employer? Yes No
If no, why? _____

Company Name: _____ Supervisor Name: _____
Address: _____ Phone: _____
Date of Employment: _____ to _____ Reason for Leaving: _____
Responsibilities: _____
Starting Salary: \$ _____ Ending Salary: \$ _____ May we contact your previous employer? Yes No
If no, why? _____

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Duties Performed: _____
Special Training/Commendations: _____
Starting Salary: \$ _____ Ending Salary: \$ _____

Criminal History

Have you ever been arrested, cited, or charged with any criminal offense? Yes No If Yes, Explain _____
Have you ever been convicted of a felony? Yes No If Yes, Explain _____

Disclaimer and Acknowledgement

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me or for discharge should I be hired. In consideration for my employment, I agree to abide by the rules and regulations of Coharie Intra Tribal Council Inc. and understand that rules may be changed, withdrawn, added or interpreted at any time, at of Coharie Intra Tribal Council Inc. sole discretion and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer of acceptance of employment withdrawn, at any time, by either myself or of Coharie Intra Tribal Council Inc. for any reason not expressly prohibited by law.

I understand that nothing on this application is intended to create or imply a contractual relationship, if hired I understand that my employment is at will, i.e., that it is not for any specific time period or duration and can be terminated with or without reason at any time.

Signature _____ Date _____