



# UNITED TRIBES TECHNICAL COLLEGE

## Application for Employment

### REQUIRED DOCUMENTATION CHECKLIST

**In order to be considered, please check to be sure all required documentation is submitted with your application.**

- UTTC Application for Employment
- Resume with all relevant work experience
- High School Diploma or GED Certificate
- Unofficial Transcripts (Official Transcripts will be requested)
- Certificates or Licensure required for position
- Cover Letter
- Three (3) current references
- Copy of Valid Driver's License
- All areas requiring signature are signed
- Indian Preference: Certificate of Degree of Indian Blood (CDIB)
- Veteran Preference: DD214 – Report of Separation Form

*Interested applicants should submit a completed UTTC application and required documentation to [hr@uttc.edu](mailto:hr@uttc.edu) or the Human Resources Department, United Tribes Technical College, 3315 University Drive, Bismarck, ND 58504.*





# Application for Employment

Date \_\_\_\_\_

Position applied for \_\_\_\_\_

Name		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address		Apt. No.
City	State	Zip
Phone No.(s)	How did you hear about this position?	
Email:		

Do you want to work  Full Time  Part Time

Date you can start \_\_\_\_\_ Salary desired \$ \_\_\_\_\_ per  Hour  Month

Are you willing to work overtime as necessary?  Yes  No

Is there anything that would prevent you from performing in a reasonable and safe manner the duties of the position you have applied for?  Yes  No

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please state nature of offense, when, where and disposition

Do you have the legal right to work and remain in the United States?  Yes  No

Do you have a valid Driver's License?  Yes  No

*A conviction record will not necessarily be a bar from employment. This information will only be used for job related purposes and only to the extent permitted by applicable law.*

*Federal laws require that employees hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, UTTC will verify status of every individual offered employment with UTTC. In this connection, all offers of employment are subject to verification of the applicant identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.*

**State name(s) of any relative(s) in our employment and your relationship to them**

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**Indicate any foreign language and/or Indian languages or dialects you speak, read or write**

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**RECORD OF EDUCATION**

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School			
Address, City and State			
Course of Study	No. of years completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Degree Received

School			
Address, City and State			
Course of Study	No. of years completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Degree Received

School			
Address, City and State			
Course of Study	No. of years completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Degree Received

School			
Address, City and State			
Course of Study	No. of years completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Degree Received

**PRIOR WORK HISTORY** List in order of current employer first. Account for any gaps in your employment

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Employer Name	Job Title		
Employer's Address, City, State and Zip			
Employer Phone No.	Dates Employed	Rate of Pay per	<input type="checkbox"/> Hour <input type="checkbox"/> Month
		\$	
Supervisor's Name/Title	Reason for Leaving		
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.			
Describe in detail the work you performed. (Use additional paper if needed)			

Employer Name	Job Title		
Employer's Address, City, State and Zip			
Employer Phone No.	Dates Employed	Rate of Pay per	<input type="checkbox"/> Hour <input type="checkbox"/> Month
		\$	
Supervisor's Name/Title	Reason for Leaving		
Describe in detail the work you performed. (Use additional paper if needed)			

Employer Name	Job Title		
Employer's Address, City, State and Zip			
Employer Phone No.	Dates Employed	Rate of Pay per	<input type="checkbox"/> Hour <input type="checkbox"/> Month
		\$	
Supervisor's Name/Title	Reason for Leaving		
Describe in detail the work you performed. (Use additional paper if needed)			

**PRIOR WORK HISTORY *continued...***

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Please include explanation of any gaps in employment

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**MILITARY SERVICE RECORD**

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Have you ever served in the United States Armed Forces?     Yes     No

List duties while serving, including special training that is relevant to the position for which you have applied.

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**SKILLS    Summarize job related skills and qualifications or certificates**

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Typing \_\_\_\_\_ WPM    Computer Programs \_\_\_\_\_

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Other office equipment \_\_\_\_\_

Are there any other skills, or abilities that you feel may be helpful to us in considering your application?

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**REFERENCES List two work related references and one personal reference (EXCLUDING Relatives)**

Name	Relationship
Address, City and State	
Phone No.	Dates Known

Name	Relationship
Address, City and State	
Phone No.	Dates Known

Name	Relationship
Address, City and State	
Phone No.	Dates Known

Are you claiming Indian preference?  Yes  No

If yes, provide your Tribal Affiliation \_\_\_\_\_ and Enrollment No. \_\_\_\_\_  
and submit Certificate of Degree of Indian Blood (CDIB).

Are you claiming Veteran preference?  Yes  No If yes, submit Report of Separation form (DD-214).



*United Tribes Technical College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the civil rights act of 1964, as amended.*

*The applicant is responsible for providing proof of enrollment in a federally recognized tribe if Indian preference is claimed. The applicant is responsible for providing a copy of his/her United States Government Form DD214 or his/her honorable discharge certificate from any branch of the military service if veteran's preference is claimed. Failure to provide proof will result in loss of Indian or veteran preference in employment.*

*Interested applicants should submit a completed UTTC application and required documentation to hr@uttc.edu or the Human Resources Department, United Tribes Technical College, 3315 University Drive, Bismarck, ND 58504.*

# PRE-EMPLOYMENT INQUIRY RELEASE

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In connection with my application for employment with you, I understand that investigative background inquiries will be made on myself. These reports will include information pertaining to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies and worker compensation claims.

I authorize without any reservation, any party or agency contacted by this employer or this employer's representative to furnish the aforementioned information.

## PLEASE PRINT

Name	Social Security Number	Date of Birth	Drivers License State:      No.
Address, City, State and Zip			Country
Previous Address, City, State and Zip			Country

Employment Start Date \_\_\_\_\_

Other important information (list additional residency, include reservation, also any convictions, State or Tribal, etc.)

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Prospective Employer UNITED TRIBES TECHNICAL COLLEGE



# PRE-EMPLOYMENT SUBSTANCE TESTING PERMISSION FORM

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I freely and voluntarily give my permission to submit to urinalysis and or other screening or tests as shall be determined by United Tribes Technical College ( UTTC ) under its administration of applicable regulations of the U.S. Department of Transportation (DOT ) including 49 CFR Parts 40 and 382, UTTC Policy and in substantial compliance with applicable state statues pertaining to a Drug Free Workplace, if any, in the selection process of all applicants for employment, for the purpose of determining the presence of, and content of, any and all of the following substances:

**1. Amphetamines**

- a. Methamphetamine
- b. MDMA ( Ecstasy )

**2. Cannabinoids**

**3. Cocaine**

**4. Phencyclidine ( PCP )**

**5. Opiates**

- a. 6-Acetyl Morphine ( Heroin )
- b. Codeine
- c. Morphine

**6. Alcohol**

I also understand and acknowledge that I may be subject to non-DOT screening and testing under UTTC Policy as set forth in the policy.

I further agree to and hereby authorize the release of the results of said tests to UTTC and to UTTC's medical review officer and its Service Agents as provided in the policy.

I understand that a negative test is a pre-condition of employment with UTTC and the refusal to submit to testing or a positive test result will result in the rejection of my application or the rescinding of a conditional offer of employment. I also understand that it is not the purpose of this screen or test to identify any disability I may have and that pre-employment screening and testing activities are conducted in compliance with the ADA requirements applicable to UTTC, if any.

## MANDATORY DOT QUESTION

**During the past two years, have you tested positive or refused to test an any pre-employment drug or alcohol test administered by an employer to which you applied, but did not obtain, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules?     Yes     No**

**I further agree that a reproduced copy of this form shall have the same force and effect as the original. I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.**

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

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# PRE-EMPLOYMENT STATEMENT

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**I understand and agree that:**

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from United Tribes employment.
2. I understand that any offer of employment I may receive from United Tribes Technical College is contingent upon successful completion of the college's total pre-employment screening process, including United Tribes Technical College receiving references that it considers satisfactory.
3. If United Tribes Technical College decided to engage an investigative consumer reporting agency to report on my education or personal history, I authorize it to do so. I understand that it will do so if it has a business related reason for doing so. If a report is obtained, I understand that upon written request, the name of the agency will be provided to me so that I may obtain information regarding the nature and substance of information contained in the report.
4. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of United Tribes Technical College and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either United Tribes technical College or myself. I further understand that no manager or representative of United Tribes Technical College, other than the President has any authority to enter into an agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the individual designated above.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_