



San Xavier District – Tohono O'odham Nation HUMAN RESOURCES OFFICE

2018 W. San Xavier Rd. • Tucson, Arizona 85746 • Phone: (520) 573-4016/4018
 Fax: (520) 573-4089 • Email: hr@waknet.org

Human Resources Office Only

Date Received:

Title of Position Desired: _____

How did you learn about this vacancy: _____ Would you consider temporary? **YES NO**

Have you previously worked for the San Xavier District? **YES NO** If Yes, list dates: _____

Personal Information

Name: _____
 Last First Middle

Social Security #: _____ Are you known by other names while previously employed? **YES NO**

If YES, list name: _____
 Last First Middle

Mailing Address: _____
 P.O. Box/ Street Address City State Zip Code

Location Address: _____
 Street Address City State Zip Code

Telephone number Day: (____) _____ Evening: (____) _____

Native American Preference

In addition to a commitment to provide equal employment opportunities to all qualified individuals, preference in filling positions is given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 44-46, 472 and 473).

Are you a member of the San Xavier District? YES NO	T.O.N. Enrollment #:
Are you a member of the Tohono O'odham Nation (T.O.N.)? YES NO	(Skip to Military Section)
If you are not enrolled with the Tohono O'odham Nation, are you registered with another Federally recognized Tribe? YES NO	Proof of documents attached? YES NO
If yes, Name of Tribe:	Tribal Enrollment #:

Military

Are you a Veteran? YES NO	If no, skip to Page 2.	Branch & Dates of Service:	
Rank & Type of Discharge:		Date of Discharge:	

Please use the back of the page if additional space is required.

Name: _____

Indicate Language(s) you: (Other than English)	Understand	Speak	Read	Write	Degree of Proficiency

References

List three (3) individuals whom you have known at least three years. **Do not list relatives or supervisors.**

Name	Address	City/State/Zip	Telephone Number
Name	Address	City/State/Zip	Telephone Number
Name	Address	City/State/Zip	Telephone Number

Specialized Training

List any specialized training, apprenticeship and skills you may have received that relates to this position (include number of hours and course content)

List any job related certificates or licenses that relates to this position.

List any office equipment proficiencies/software/word processing applications you are familiar with?

Current typing speed: _____

Education

	Name and Address	Course of Study	Did you Graduate?	List Degree(s) Awarded
High School		N/A	The SXD mandates a Diploma or GED for all positions.	Circle one: Diploma or GED
Business or Trade School			YES NO	
College or University			YES NO	
Graduate School or Other			YES NO	

Please submit proof of Diploma, Degrees or Certificates

Name: _____

List employment history (start with the most recent). It is important to include **all** periods of employment; voluntary, training, military, etc. If more space is needed, use the same format on another piece of paper or a continuation sheet in the same format. Please explain gaps in employment.

“Resumes are not accepted in lieu of an official application.”

Company's Name: _____	Supervisor's name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting pay: _____ Ending Pay: _____
Average hours worked per week: _____	Reason for leaving: _____
Describe Work Skills: _____	

Company's Name: _____	Supervisor's name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting pay: _____ Ending Pay: _____
Average hours worked per week: _____	Reason for leaving: _____
Describe Work Skills: _____	

Company's Name: _____	Supervisor's name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting pay: _____ Ending Pay: _____
Average hours worked per week: _____	Reason for leaving: _____
Describe Work Skills: _____	

Name: _____

“Resumes are not accepted in lieu of an official application.”

Company's Name: _____ Job Title: _____ Address: _____ City/State/Zip: _____ Worked From (mo/yr): _____ To (mo/yr): _____ Average hours worked per week: _____ Describe Work Skills: _____ _____ _____ _____ _____ _____ _____	Supervisor's name: _____ Supervisor's Title: _____ Phone Number: _____ How many people did you supervise: _____ Starting pay: _____ Ending Pay: _____ Reason for leaving: _____ _____ _____ _____ _____ _____ _____
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General Information

Are you employed now?	YES	NO	May we contact your present employer?	YES	NO
Are you a US Citizen?	YES	NO	Are you over the age 18?	YES	NO
			(If you answered NO, employment is subject to verification of minimum legal age)		
Do you have a valid driver's license?				YES	NO
The San Xavier District mandates a Drivers License for all positions.					
Do you have any DUI's or major traffic offenses within the past three (3) years?				YES	NO
Have you been convicted of a felony in the past ten (10) years which has not been annulled, expunged or sealed by a court?				YES	NO

If Yes, please explain. Include date, place, details and disposition of the case **(A conviction does not automatically mean that you cannot be considered for employment)**. Use a separate sheet of paper to complete this question.

List name(s) of relative(s) working for the San Xavier District:

Name	Relationship	Department	Title

I, _____, hereby declare that the information provided by me in this application is true and complete to the best of my knowledge. I understand that any deliberate falsification, omission, or misstatement of facts in my application or resulting interviews could result in termination of my employment. I understand the application and all supporting documents are the property of the Tohono O'odham Nation. I understand that if I am hired, I am required to abide by all rules, regulations and policies of the Tohono O'odham Nation

Signature: _____ **Date:** _____



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To: Chief of Police, Tohono O'odham Police Department

I, _____, in consideration of my employment or being considered for employment (applying for _____ in the _____ Department), by the Tohono O'odham Nation, do hereby give permission to release any information on the following to the Human Resources Officer.

- Conviction of a felony
- Misdemeanor or conviction within the past twelve (12) months
- Conviction for DUI or other major traffic violations within the past three (3) years.

I also do hereby represent that I have never been convicted of a felony or misdemeanor involving moral turpitude, and authorize and consent to the disclosure by and to any law enforcement agency, department or officer, to the Tohono O'odham Nation and the Bureau of Indian Affairs, or any of their Officers or agents, any information that they may have or procure concerning my past record or character, hereby waiving any protection I may have to the confidentiality thereof, and releasing them from any claim which may arise on account thereof, or on account of the release or dissemination thereof.

I hereby under penalty of perjury verify all information provided in the employment application and this release are true. I understand the District will conduct a criminal history record check as a condition of employment. I further consent to a record check which may require me to submit to a nationwide fingerprint check depending on the position for which I am applying.

Dated this _____ day of _____, 20_____

SIGNATURE OF APPLICANT

Witness: Human Resources or Other:

Name

Address

Telephone Number

Applicant Information

Date of birth: _____ Social Security Number: _____ - _____ - _____

Driver's License Number: _____ Class: _____ Expires: _____

Address, City or Village, & State of residence for the past five (5) years:



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Authorization of Release of Information (HRP272)

I, _____, in consideration of my employment or being considered for employment by the San Xavier District of the Tohono O'odham Nation, do hereby authorize any and all; individuals, partnerships, corporations, entities or governmental agencies (tribal, State, county, or federal), to release information to the San Xavier District of the Tohono O'odham Nation Human Resources Office regarding my past employment with your company and any additional information as required.

I hereby under penalty of perjury verify all information provided in the employment application and this release are true. I understand the District will conduct a criminal history record check as a condition of employment. I further consent to a record check which may require me to submit to a nationwide fingerprint check depending on the position for which I am applying.

Signature: _____

Date: _____

Social Security Number: _____ - _____ - _____

Signature: _____

Date: _____

Witness



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Name: _____

Date: _____

Important Notice for Applicants

Thank you for your interest in employment with the San Xavier District (SXD) of the Tohono O'odham Nation, an equal opportunity employer.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

At the San Xavier District we are committed to equal employment opportunity. We respect, value and welcome diversity in our workforce, as well as in our customers and suppliers. The San Xavier District values being a great place to work and strives to maintain a safe and drug-and-alcohol free environment.

The San Xavier District considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

When filling vacancies, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473), preference will be given to (in sequential order):

- 1.) Members of the San Xavier District
- 2.) Other members of the Tohono O'odham Nation
- 3.) Any other Native American candidates
- 4.) All other qualified candidates

EMPLOYMENT APPLICATION PROCEDURES

1. Submit the following on or before the closing date noted on the job announcement (use as a checklist) :

- Completed application with original signature.*
- Signed Authorization for Release of Information form (HRP272).*
- Completed Memo to Chief of Police, Tohono O'odham Police Department, with original signature.*
- Three (3) reference letters that are dated within one (1) year of current date.
- Copy of High School Diploma or General Education Diploma (GED)
Applicants may submit their Associates Degree, or higher, in lieu of their High School Diploma or GED. **The San Xavier District mandates a HS Diploma or GED for all positions.**
- Copy of Tribal Enrollment Card or Certificate, if claiming Native American preference.
- Copy of Drivers License
The San Xavier District mandates a Drivers License for all positions.
- 39-month Motor Vehicle Record (MVR)
Applicants can obtain their MVR by visiting <https://servicearizona.com/motorVehicleRecord>, or by visiting their nearest Motor Vehicle Division. \$3.00 is the present cost for a 39-month MVR.

*Faxed or emailed copies will not be accepted.

2. How you complete the application is important. Applications are screened to determine if you meet the minimum qualifications for a position. Ensure to list all paid and unpaid work history. SXD Human Resources does not score a resumé. Therefore, please do not insert, "see resumé" on the application or it will not be considered for review.
3. Submit your application and supporting documents in-person or mail to:

San Xavier District
Attn: Human Resources
2018 W. San Xavier Rd.
Tucson, AZ 85746

Refer to the content in #1 to determine which documents cannot be faxed or emailed.

4. All positions with the San Xavier District require a High School Diploma or a GED and a valid Arizona Drivers License. Some positions require extensive background checks including fingerprints. These are the terms of potential employment and may not be waived.