Aaniiih Nakoda College Employment Application

PO Box 159, Harlem, MT 59526 269 Blackfeet Avenue, Fort Belknap Agency 406-353-2607 ~ 406-353-2898 fax

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

The Aaniiih Nakoda College employment application must be completed when applying for any job vacancy listed for ANC. This employment application will require supporting documentation to be collected by the Assistant to the President. Your background check documents, release of information and fingerprinting procedure will be conducted upon your completed employment application. The application with supporting documents must be submitted to the Assistant to the President or Administrative Secretary before the close of business on the closing date or as indicated. An incomplete application will not be considered. Please contact the Assistant to the President for application clarification at 406-353-2607 x 3901.

Aaniiih Nakoda College does not discriminate based on 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.

INSTRUCTIONS

- 1. Type or Print
- 2. Read the job description and employment application carefully; fill out each section completely, sign and date.
- 3. List the colleges/universities with dates of attendance. List the date you requested official transcripts to be mailed directly to the Assistant to the President or you may request an online transfer of official transcripts.
- 4. Some advertised position will not require official college transcripts, but all job positions will require a high school diploma or HiSET (formerly GED).
- 5. List three individuals who will be writing your letters of recommendation. These letters must be current and correlate to the position you are applying for and be sent directly to the Assistant to the President by USPS mail, email, or fax.
- 6. All applicants will undergo a complete background check with finger printing a requirement. An applicant who is a registered violent offender or sexual offender shall voluntarily give ANC notification upon the application process. Please see page 7, of the 2022 ANC Personnel Policies and Procedures Manual, available on the ANC website, www.ancollege.edu.

Check list for the employment application:

Current Resume
List colleges/universities you attended with dates of attendance. High school or HiSET transcripts with applicable.
List names of individuals writing your current letters of recommendation, list contact information for each.
Copy of valid Montana Driver's License
Employment application and Release of Information signed and dated.

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Position applying for:					·
Full legal name:			Maiden name:		
Other names if applicable:					
SSN:		DOB (option	nal):		
Mailing address:		City:	ST:	Zip:	
Phone:	Cell:		Email::		

FEDERAL REGULATIONS

Are you authorized to work in the United States of America? The Federal Immigration Reform and Control Act requires an individual to provide to a potential employer, documentation that they are authorized to work in the Unites States, ANC will not sponsor an applicant for a work visa. The proof must be provided to, and verified by, before an individual is hired. This is part of the hiring process and required documentation.

EDUCATION

High School:	_Date of Graduation:
HiSET (GED):	Date of Certification:

Names of Colleges/Schools/Location	Dates of Attendance	Degrees/Certificates Earned

Identify the types of computers and software, length of experience.

Type of computer	Type of Software	Dates of Experience

Knowledge, skills, and abilities relevant to the position applying for:

MEDICAL CONDITIONS: Have you ever suffered any illness or injury that would require special consideration to enable you to perform the duties of this position? If so please explain.

LICENSES/CERTIFICATES: List driver's license and other licenses and/or certificates to assist your qualifications for this position, please attach copies.

Title of License/Certificate	Issuing Agency Address and Number	Expiration Date

WORK EXPERIENCE: List and describe your work experience from newest to oldest; include related unpaid and volunteer work. Use additional sheets of paper if necessary. Your work experience should correlate with your current resume.

Present or Last Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

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Name of Supervisor:	Business Phone:
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Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	
Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	
Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Please attach additional previous employer information if you wish them to be considered. By listing these employers, you are authorizing Aaniiih Nakoda College to contract these employers or their representatives. Your release of information, executed in this application, together with your listing of said employers, expressly waives any right to privacy.

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SPECIAL CONDITIONS: Have you ever been convicted of a felony? If so please explain.

Have you ever been charged and/or convicted of a misdemeanor in the last year?

Do you currently have any pending charges in any court? If so please explain.

Have you ever been investigated for a report of child abuse/neglect? Yes _____ No ____ If so please explain and the outcome.

REFERENCES: Identify three references that may be contacted regarding your character and work history.

Name	Address	Phone

IN CASE OF AN ACCIDENT OR EMERGENCY, PLEASE NOTIFY:

Name: Telephone:

CERTIFICATION: I certify and affirm that I have read this notice and fully understand its contents. I personally completed this application or requested its completion, and all statements contained are true and complete.

NOTICE: Any verbal or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by me or others at my request will result in rejection of my application, denial of employment, dismissal from service if discovered after employment and in many circumstances prosecution for a crime. Crime convicted and driving records will be checked if, in the judgement of the Board of Directors, such are relevant to the position for which this application is made, and maybe grounds for rejection or termination of employment.

Applicant's Signature	Date	
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Application Received by Signature	Date	

RELEASE OF INFORMATION

I, have made a written application for employment with Aaniiih Nakoda Col-
lege. The position I am applying for is
I understand that any information that I have given on my application may be investigated as allowed by law or by the President's and/or Board of Directors' order.
I also give my consent to release information concerning my ability, fitness, and character for employment. This information may
be released by employers, schools, law enforcement agencies (Tribal/State/Federal), and other individuals or organizations to in-
vestigator, personnel staffing specialists and other authorized employees of Aaniiih Nakoda College.
I certify that to the best of my knowledge and belief, all of the statements made on and with my application are true, correct and
complete, and made in good faith.
Applicant's Signature Date