



Nueta Hidatsa Sahnish College Employment Application

Contact Information

Name	<input type="text"/>	Application Date	<input type="text"/>
Mailing Address	<input type="text"/>		
Phone	<input type="text"/>	Type	<input type="text"/>
		Best Time to Call	<input type="text"/>
Alt. Phone	<input type="text"/>	Type	<input type="text"/>
E-Mail	<input type="text"/>		

Position

Position(s) applying for?	<input type="text"/>		
Expected salary/wage?	<input type="text"/>	Anticipated start date?	<input type="text"/>
Applied for position(s) at NHSC in past 3 yrs.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, what position(s) and when? <input type="text"/>
How did you hear of this position? <small>[If Employee, Relative or "Other" please identify]</small>	<input type="text"/>		
Willing to work over time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training

High School	<input type="text"/>	Date Attended	<input type="text"/>
City, State	<input type="text"/>	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
GPA, Awards, Activites	<input type="text"/>		
College/Vocational	<input type="text"/>	Date Attended	<input type="text"/>
City, State	<input type="text"/>	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
GPA, Awards, Activites	<input type="text"/>		
Graduate School	<input type="text"/>	Date Attended	<input type="text"/>
City, State	<input type="text"/>	Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
GPA, Awards, Activites	<input type="text"/>		

Education & Training [cont.]

Other/Additional Date Attended

City, State Graduate? ☐ Yes ☐ No ☐ GED

GPA, Awards, Activities

Summarize other skills, training, certifications or publications relating to the Position sought

Computer Proficiency ☐ Word ☐ Excel ☐ PowerPoint ☐ Jenzabar ☐ Other

Employment History

[Please list your last four (4) employers, assignments or volunteer activities, starting with most recent, including military service Explain gaps in Comments section below.]

Employer Name Dates employed

Last Position Held Reason Left

Duties & Responsibilities

Supervisor Phone ☐ Yes ☐ No

Employer Name Dates employed

Last Position Held Reason Left

Duties & Responsibilities

Supervisor Phone ☐ Yes ☐ No

Employer Name Dates employed

Last Position Held Reason Left

Duties & Responsibilities

Supervisor Phone ☐ Yes ☐ No

Employer Name Dates employed

Last Position Held Reason Left

Duties & Responsibilities

Supervisor Phone ☐ Yes ☐ No

Comments
[explain employment gaps, or provide information you believe relevant to the Position sought]

References: [Must list three professional references]

Name	<input type="text"/>		
Relationship to Applicant	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May we contact this reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Occupation <input type="text"/>

Name	<input type="text"/>		
Relationship to Applicant	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May we contact this reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Occupation <input type="text"/>

Name	<input type="text"/>		
Relationship to Applicant	<input type="text"/>		
Email	<input type="text"/>	Phone	<input type="text"/>
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May we contact this reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Occupation <input type="text"/>

Eligibility

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

[If yes, please explain]

Have you ever been convicted of a crime? ☐ Yes ☐ No

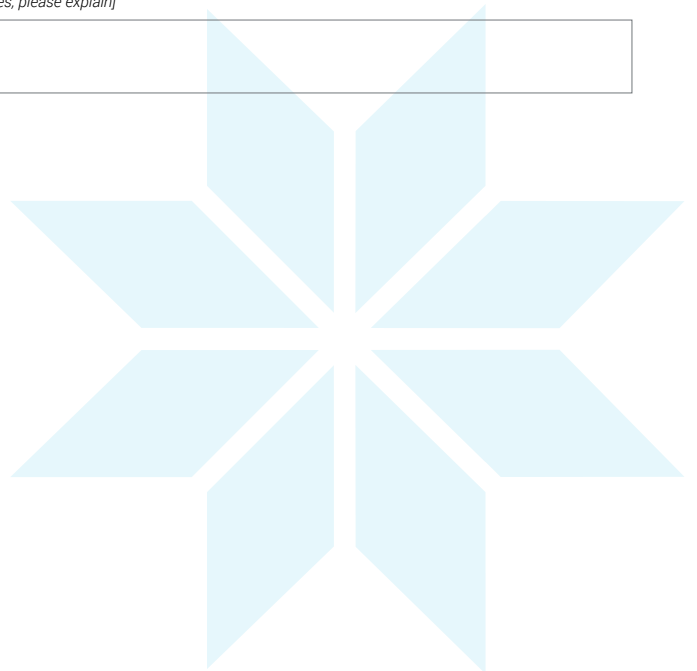
[If yes, please explain]

Will you now or in the future require sponsorship for employment visa status? (E.G. H-1B Visa Status) ☐ Yes ☐ No

Are you legally eligible for employment in the U.S.? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No

[If yes, please add Driver's license number & state]



Background Investigation Authorization

I authorize any investigator, or other duly accredited representatives of the agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, or other sources of information. This information may include but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and national criminal history record information.

I further authorize any investigator, or other duly accredited representatives of the Nueta Hidatsa Sahnish College who is conducting my background investigation, to request national criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to a position within Nueta Hidatsa Sahnish College.

I authorize custodians of records and other sources of information pertaining to me to release such information upon the request of the investigator or other duly accredited representative authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use by the Nueta Hidatsa Sahnish College only for the purpose of determining my suitability for employment with the Nueta Hidatsa Sahnish College.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with Nueta Hidatsa Sahnish College, whichever is sooner.

All areas on this page must be filled in, or the application will be considered incomplete.

Signature of Applicant:	<input type="text"/>	Date:	<input type="text"/>
First	<input type="text"/>	Middle	<input type="text"/>
Last	<input type="text"/>		
Aliases/Maiden	<input type="text"/>	Jr., III., Etc.	<input type="text"/>
Date of Birth	<input type="text"/>	Social Security Number (SSN)	<input type="text"/>
Mailing Address	<input type="text"/>		
Phone	<input type="text"/>	Type	<input type="text"/>
Best Time to Call	<input type="text"/>		
Alt. Phone	<input type="text"/>	Type	<input type="text"/>
E-Mail	<input type="text"/>		

List where you have lived, beginning with your present address and working back 5 years.

Physical Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Physical Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Physical Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Driver's License Number	<input type="text"/>	State	<input type="text"/>				
Tribe	<input type="text"/>	Enrollment Number	<input type="text"/>				

Please list any other Tribe you have lived/worked within during the past five (5) years

Tribe	<input type="text"/>	Tribe	<input type="text"/>	Tribe	<input type="text"/>
--------------	----------------------	--------------	----------------------	--------------	----------------------

Acknowledgement & Release

By signing and dating this Application, I understand and agree that the information provided herein is true, accurate and complete, and any misrepresentation or false statement will result in the cancellation of this Application, and the termination of my employment, if hired.

I also hereby authorize Nueta Hidatsa Sahnish College, or its agent(s), to verify the information herein, contact my references, educational institutions and/or any previously designated employer(s); and I hereby release Nueta Hidatsa Sahnish College, and its representative(s) and agent(s), from any liability arising from any information provided or used in any employment decision. I also hereby release any individual or organization providing any information to Nueta Hidatsa Sahnish College as part of this Application or my employment, if hired.

I also agree that should I be hired by Nueta Hidatsa Sahnish College, I will adhere to its policies, procedures, work rules and regulations; and that nothing stated or implied during my interview, or discussions thereafter, modifies those policies, procedures, work rules or regulations. Unless I am offered a written contract of employment, I understand that my employment shall be for an indefinite duration, and may be terminated at any time, at the will of either me or Nueta Hidatsa Sahnish College.

Signature of Applicant:

Date:

Additional Application Materials Required

In addition to this completed, signed Application, Nueta Hidatsa Sahnish College requires the following as part of the employment application process:

- **Cover Letter correlating job specifications to your experience**
- **Resume**
- **Copies of Transcripts and/or Certificates**
- **Copy of Statement of Native American Blood (if applicable)**
- **Copy of DD Form 214 (if applicable)**

Please mail original signed Application and other required documents, or e-mail scanned .pdf copies, to:

Human Resources Department Nueta Hidatsa Sahnish College
P.O. Box 490
New Town, ND 58763-0490
(701) 627-8016
humanresources@nhsc.edu

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Nueta Hidatsa Sahnish College is a member of the American Indian Higher Education Consortium ("AIHEC"); it is an Equal Opportunity and Affirmative Action Employer, recognizing lawful preferences for Native Americans and Veterans; and it does not discriminate in its educational programs, activities or employment on the basis of race, color, sex, national origin, ethnicity, age, religion, disability, veteran's status, or any other protected classification.