



# Nueta Hidatsa Sahnish College Application Checklist

**Instructions: Use this checklist to ensure your application is complete before submission. Incomplete applications will not be considered.**

## 1. Application Form

- Completed & Signed Application
- All required fields are filled accurately and application is signed
- Contact information is up to date

## 2. Resume and Cover Letter

- Current resume attached
- Cover letter tailored to the position

## 3. References (Executive Admin & Faculty Positions Only)

- 3 Letters of Reference

## 4. Supporting Documentation

- Valid identification (DL, State ID, Passport)
- Educational transcripts/diplomas
- Certifications or licenses (if applicable)
- Copy of statement of Native American Blood (if applicable)
- Copy of DD Form 214 (if applicable)

## 5. Submission/Follow-Up

- Keep a copy of all documents
- Track application status with Human Resource
- Prepare for potential interview

### For Office Use Only:

Applicant Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Application Received Date: \_\_\_\_\_

Application Status

Complete     Incomplete

Completed Application Date: \_\_\_\_\_

HR Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Nueta Hidatsa Sahnish College Employment Application

## Contact Information

Name  Application Date

Mailing Address

Phone  Type  Best Time to Call

Alt. Phone  Type

E-Mail

## Position

Position(s) applying for?

Expected salary/wage?  Anticipated start date?

Applied for position(s) at NHSC in past 3 yrs.?  Yes  No If so, what position(s) and when?

How did you hear of this position?   
[If Employee, Relative or "Other" please identify]

Willing to work over time?  Yes  No Will you travel if required?  Yes  No

## Education & Training

High School  Date Attended

City, State  Graduate?  Yes  No  GED

GPA, Awards, Activites

College/Vocational  Date Attended

City, State  Graduate?  Yes  No  GED

GPA, Awards, Activites

Graduate School  Date Attended

City, State  Graduate?  Yes  No  GED

GPA, Awards, Activites

## Education & Training [cont.]

Other/Additional  Date Attended

City, State  Graduate?  Yes  No  GED

GPA, Awards, Activites

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

Relationship to Applicant

Email  Phone   Yes  No

May we contact this reference?  Yes  No Occupation

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Name

Relationship to Applicant

Email  Phone   Yes  No

May we contact this reference?  Yes  No Occupation

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Name

Relationship to Applicant

Email  Phone   Yes  No

May we contact this reference?  Yes  No Occupation

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## 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

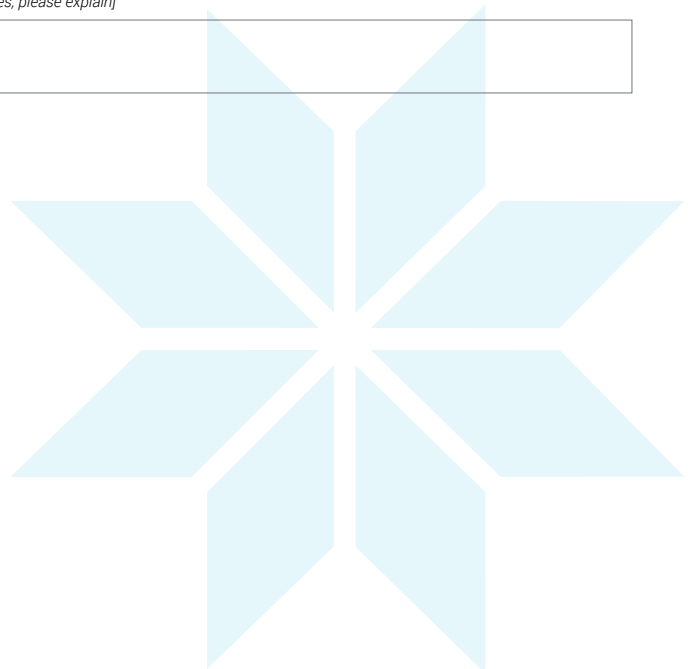
[If yes, please explain]

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.*

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

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

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

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

<b>Tribe</b>	<input type="text"/>	<b>Tribe</b>	<input type="text"/>	<b>Tribe</b>	<input type="text"/>
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## 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:

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## 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](mailto: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.

