

**RENO-SPARKS INDIAN COLONY****★ HUMAN RESOURCES**

34 Reservation Road, Reno, NV 89502
Phone: (775) 785-1303 • Fax: (775) 785-8778

EMPLOYMENT APPLICATION

Reno-Sparks Indian Colony
34 Reservation Rd. Reno, NV 89502
(775) 785-1303 Fax :(775) 785-8778

Human Resources Date Received:

RSIC requires all employees to be no less than eighteen (18) years of age at time of hire.

Name: _____

Position Applied For: _____

Address: _____

Department: _____

City: _____ State: _____

Email: _____

Zip Code: _____ Telephone (_____) _____

Are you related to a current employee of RSIC?

Name _____

Name _____

Name _____

Do you have a Current Nevada Driver's License?

Yes No DL Number: _____

DL State if different from Nevada: _____

Please check all that apply to you:

Employee RSIC Member Community Member

Veteran DD-214: _____ Non-Native

Are you an enrolled member of a federally recognized tribe?

Tribe _____ # _____ No Yes

Have you been previously employed by RSIC?

No Yes Dates: _____

Department: _____

EDUCATION RECORD

School Name	Location	Hours/Credits	Diploma, Degree or Certificate	Did you Graduate: If so, what field?
High School/Technical/Vocational 1.				<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> N/A
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

****For positions that require a high school diploma, G.E.D. or college degree, a copy must be attached.**

List current licenses, certifications or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates. List any special skills you have and/or equipment or office machines you can operate:

EMPLOYMENT HISTORY

Include all work that relates to the requirements for the position for which you are applying. Describe your most recent position first; then list other relevant positions in order. Use a separate block for each position:

May we contact your present employer? Yes No

Present Employer: _____ Position: _____

Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____

City, State, Zip: _____ Full-time (40+hrs./wk) _____ Part-time (<40 Hrs./wk.) _____

Supervisor's Name/Title: _____ Telephone: _____ Salary: _____

Related Duties: _____

Reason for Leaving: _____

Reason for Applying to RSIC: _____

Employer: _____ Position: _____

Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____

City, State, Zip: _____ Full-time (40+hrs./wk) _____ Part-time (<40 Hrs./wk.) _____

Supervisor's Name/Title: _____ Telephone: _____ Salary: _____

Related Duties: _____

Reason for Leaving: _____

Employer: _____ Position: _____

Address: _____ From (Mo./Yr.) _____ To (Mo./Yr.) _____

City, State, Zip: _____ Full-time (40+hrs./wk) _____ Part-time (<40 Hrs./wk.) _____

Supervisor's Name/Title: _____ Telephone: _____ Salary: _____

Related Duties: _____

Reason for Leaving: _____

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony or any lesser crime, other than a minor traffic infraction? Yes No A conviction or guilty plea will not necessarily disqualify you for this job. If Yes, list all such offenses and provide date, name of court, and disposition. You may omit minor violations for which you paid a fine of \$50.00 or less. _____

PLEASE PROVIDE THE FOLLOWING (if applicable):

Copy of High School Diploma/G.E.D. or College Degree.

If you will be driving a tribal vehicle, please provide a printout of driving record for the past 3 years. (Can be obtained by going to the Reno DMV@ 305 Galetti Way, Reno, NV 89502 or by going to dmvnv.com). **NOTE:** There is a fee to get the printout.

ACKNOWLEDGMENTS

Please ***READ ALL*** of the following statements and ***INITIAL EACH*** of the boxes to indicate that you have read and understand each of the statements. If you have questions, please contact the Human Resources Department.

Prior to an offer of employment, I will be required to successfully complete a drug test and criminal background check, which may include finger-printing.

Following an offer of employment, I will be required to submit verification of my legal right to work in the United States.

Any offer of employment and any information regarding compensation and other terms and conditions of employment will be made in writing by the Human Resources Department.

This application is the property of RSIC and will be placed in my personnel file, if I am hired.

I authorize RSIC to contact employers or individuals that I have listed on my employment application and to obtain job-related information. I authorize RSIC to contact any institution and/or licensing authority for job-related information regarding education, licenses, and/or certificates which I may currently hold or have held in the past.

In exchange for RSIC's consideration of my employment application and/or my continued employment with RSIC, if any, I authorize anyone possessing this information to furnish it to RSIC upon request, and I release any institution, company, and all individuals providing the information or acquiring the information, including RSIC from all claims, liability, and damages, whatsoever, in furnishing, obtaining, or using said information including, but not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

My signature below certifies that the information provided is true and correct to the best of my knowledge:

Signature of Applicant: _____ Date: _____

PROFESSIONAL REFERENCE LIST:

Reference:

Business Relationship:

Years Known:

Phone Number:
