



13. Are you a citizen of the U.S. or have a legal right to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*Proof of citizenship or immigration status will be required upon employment.*

14. Have you ever plead guilty, plead nolo contendere or been found guilty of any crime (except traffic tickets)?

\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain: \_\_\_\_\_

15. Relevant to your ability to perform the job for which you are applying, with what professional organizations or business activities are you involved? \_\_\_\_\_  
\_\_\_\_\_

16. What date would you be available for work? \_\_\_\_\_

17. Salary Desired? \_\_\_\_\_

18. Can you travel if a job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EMPLOYMENT EXPERIENCE**

Please list all employment experience in this section, both full-time and part-time. Begin with your present or most recent employer and work back. If additional space is required, please continue on a separate sheet of paper. Please reflect all periods of time in which you were **not** employed.

**May we contact your current employer for employment verification?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Employer:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_  
*STREET ADDRESS CITY STATE ZIP*

**Position(s) Held:** \_\_\_\_\_

**Supervisor/Title:** \_\_\_\_\_ **Starting Salary:** \$\_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_ **Ending Salary:** \$\_\_\_\_\_ per \_\_\_\_\_

**Dates Employed:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Month Year Month Year*

**Reason for Leaving:** \_\_\_\_\_

**Describe your primary responsibilities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE CONTINUED**

**Employer:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_  
*STREET ADDRESS CITY STATE ZIP*

**Position(s) Held:** \_\_\_\_\_

**Supervisor/Title:** \_\_\_\_\_ **Starting Salary:** \$\_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_\_ **Ending Salary:** \$\_\_\_\_\_ per \_\_\_\_\_

**Dates Employed:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Month Year Month Year*

**Reason for Leaving:** \_\_\_\_\_

**Describe your primary responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Employer:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_  
*STREET ADDRESS CITY STATE ZIP*

**Position(s) Held:** \_\_\_\_\_

**Supervisor/Title:** \_\_\_\_\_ **Starting Salary:** \$\_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_\_ **Ending Salary:** \$\_\_\_\_\_ per \_\_\_\_\_

**Dates Employed:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Month Year Month Year*

**Reason for Leaving:** \_\_\_\_\_

**Describe your primary responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE CONTINUED**

**Employer:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_  
*STREET ADDRESS CITY STATE ZIP*

**Position(s) Held:** \_\_\_\_\_

**Supervisor/Title:** \_\_\_\_\_ **Starting Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_\_ **Ending Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Dates Employed:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Month Year Month Year*

**Reason for Leaving:** \_\_\_\_\_

**Describe your primary responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_  
*STREET ADDRESS CITY STATE ZIP*

**Position(s) Held:** \_\_\_\_\_

**Supervisor/Title:** \_\_\_\_\_ **Starting Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_\_\_ **Ending Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Dates Employed:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Month Year Month Year*

**Reason for Leaving:** \_\_\_\_\_

**Describe your primary responsibilities:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

Type of School	Name and Location of School	Years Completed; Honor Received; Diploma/Degree	Course of Study
Jr. High/ High School			
Trade, Business or Technical			
College/ University			
Graduate/ Professional			
Other (Explain)			

**Please describe any additional academic achievements or relevant extracurricular activities** (You may exclude memberships which would reveal, sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

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**SPECIAL SKILLS AND QUALIFICATIONS**

Please check the appropriate skills:

- \_\_\_\_\_ Typing: \_\_\_\_\_ wpm
- \_\_\_\_\_ Ten-key \_\_\_\_\_ sph \_\_\_\_\_ By Touch
- \_\_\_\_\_ Windows 3.1/95/98/NT \_\_\_\_\_ Website Publishing
- \_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Excel
- \_\_\_\_\_ Microsoft Power Point \_\_\_\_\_ Desktop Publishing Programs
- \_\_\_\_\_ HTML/Internet \_\_\_\_\_ Microsoft Access

Computer Programming: \_\_\_\_\_

Any other Skills/Licenses or Certifications \_\_\_\_\_

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**REFERENCES**

Please provide the name, address, and phone number of **three professional** references other than present or former employers:

**Reference 1**

**Name:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reference 2**

**Name:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reference 3**

**Name:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

**Address:** \_\_\_\_\_

**APPLICANTS STATEMENT**

I understand that, if employed, my employment can be terminated with or without cause, with or without notice, at any time either by the Nation or myself. I also understand that no officer, management official or Human Resources representative has authority to enter into any agreement for employment verbally or in writing contrary to the above. Further, I understand that nothing in the Nation's written policies is intended to be a contract that limits the Nation's right to terminate my employment without notice or cause, or to change the nature and location of my work assignments for any reason. I certify that all of my responses in the application are true and correct. I agree and authorize the Nation to verify any and all statements contained in the application. I authorize previous employers, personal/professional references, academic references, law enforcement agencies, consumer reporting agencies, or any other agencies, entities or individuals to whom the Nation may refer, to give any and all information regarding work experience, education, job performance, reasons for termination of past employers, criminal convictions, credit history, motor vehicle history, and any other pertinent information. I understand that misrepresentation, falsification or omission of any facts in this application or in my employment interviews will be sufficient cause for refusal of employment or dismissal from the Nation if I have been employed. I agree that, in the event I am granted a conditional offer of employment, I will submit to a prescribed drug test. Failure to pass this examination and testing is sufficient cause for refusal of employment or dismissal.

**I have read, understand and agree to the above conditions.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY DATA SHEET

## ***The Osage Nation is an Equal Opportunity Employer***

You are invited to complete the following data for Equal Employment Opportunity statistical federal reporting purposes. You are not required to provide this information, and we will process your application even if you choose not to provide it. If you choose not to provide it, please indicate in the space provided at the bottom of the page. If you do provide this information, please be assured that it will not be used in processing your application or in this or any subsequent employment decision.

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

Position for which you are applying: \_\_\_\_\_

**Check One:**     Male                       Female                      **Age:** \_\_\_\_\_

### **Race Information**

The choices below are the only races designated in EEO federal regulations. Check the selection you consider most applicable to you. The EEOC's definitions are as follows:

\_\_\_\_\_            **American Indian or Alaska Native:** "All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. Tribal affiliation \_\_\_\_\_

\_\_\_\_\_            **White** (not of Hispanic origin): "All persons not classified into one of the four specific minorities categories that follow; the category also includes all persons having origins in any of the original peoples of Europe, North Africa or the Middle East."

\_\_\_\_\_            **Black** (not of Hispanic origin): "All persons having origins in any of the black racial groups of Africa."

\_\_\_\_\_            **Hispanic:** "All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race."

\_\_\_\_\_            **Asian or Pacific Islanders:** "All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. For example, the area includes China, Japan, Korea, the Philippines and Samoa."

### **Veteran or Disabled Status**

Please indicate if you are:

1. A "Vietnam Era" Veteran?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
Defined as one who was on active duty with the U.S. Armed Forces for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge; or who was released with a service-connected disability due to service in the above period.
2. A special Disabled Veteran                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
Defined as one who is entitled to compensation under laws administered by the Department of Veteran Affairs for disability, or whose discharge or release from active duty was for a service-connected disability.
3. Disabled?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No  
Defined as one who has a physical or mental impairment that substantially limits one or more major life activities.

I prefer **not** to supply this information: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**