

Quartz Valley Indian Reservation

Employment Application

13601 Quartz Valley Road
Fort Jones, Ca 96032

Phone: (530) 468-5907

Fax: (530) 468-5908

PERSONAL INFORMATION

(Please Print Clearly)

Date: ____ / ____ / ____

Name: _____
Last First Middle

Mailing Address: _____
Address City State Zip Code

Phone Number: _____ Message/Cell Phone: _____

EMPLOYMENT DESIRED:

Position Title: _____ Date You Can Start: _____

Salary Desired: _____ Currently Employed? _____

If Currently Employed, May We Inquire? Yes ___ No ___

Have You Ever Been Employed With Quartz Valley Indian Reservation? Yes ___ No ___

If Yes, Please list Dates: _____

REFERENCES:

(Persons Not Related To You Whom You Have Known At Least One Year)

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Years Known</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT HISTORY: (List last three employers, starting with present / most recent first)

Date Month/ Year	Name, Address & Phone	Wage	Title	Reason For Leaving

EDUCATIONAL BACKGROUND:

	Name & Location	Years Attended	Did you graduate?	Subject(s) Studied
High School				
College				
Vocational / Certificates				

Subjects of Special Study and or Professional Research:

Skills / Spoken Languages:

If position requires, are you bondable? Yes___ No___

If No, Please Explain: _____

READ THE FOLLOWING REFERENCE CAREFULLY BEFORE ANSWERING FURTHER QUESTIONS.

By law, you are not required to provide the following information. However it would help us to be in compliance with 25 CFR, Part 276, which states: In accordance with Title VII of the Civil Rights Act, Section 701 (B) and 703 (I), preference in filling all vacancies will be given to qualified American Indian candidates. This will ensure that all persons are considered fairly for employment.

Quartz Valley Indian Reservation is an Equal Opportunity Employer.

INDIAN PREFERENCE:

Are you an enrolled member of a Federally Recognized Indian Tribe? Yes___No___

If yes, list tribe and enrollment number:_____

Race / Ethnicity:_____

- Do you have any physical condition, which may limit your ability to perform the job for which you are applying? Yes___ No___

If yes, please list:_____

- Have you ever been convicted of a felony? Yes___ No___

If yes, please explain:_____

- Do you have a valid California driver's license? Yes___ No___

- Have you had a vehicle accident or received a ticket for a traffic violation in the past 3 years? Yes___ No___

If yes, give date(s) and circumstances:_____

- Are you a veteran? Yes___ No___

If yes, please submit a copy of your DD- 214.

- Are you a Disabled veteran? Yes___ No___

Read carefully before you sign this application (Signature is necessary for application approval)

I certify that to the best of my knowledge all of my statements are true, correct, complete, and are made in good faith. I understand that any false statement on this application may result with me not being hired, or my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way. I consent to the release of information concerning the personal history I have listed on this application. In the event my application is selected, I will agree to give consent to a complete fingerprint and criminal background inquiry. Inquires, if made, may include information as to my character, general and criminal reputation, and personal characteristics. I release any person, firm, or institution from all liability for any damage for issuing such information.

Signature of Applicant

Date

Quartz Valley Indian Reservation



Workforce Application

Name: _____		Date: ____ / ____ / ____	
Address: _____ <i>Street City State Zip-Code</i>			
Phone #: (____) _____ - _____		Message #: (____) _____ - _____	
Driver's License #: _____		Date of Birth: ____ / ____ / ____	
Insured with QVIR: Yes No		Tribal Member of QVIR: Yes No	

I understand that it is my responsibility to fill in all requested information for my application to be complete.
_____ (initial)

I understand that I may not be contacted for all workforce jobs. _____ (initial)

I understand that QVIR Tribal Members will be called prior to non-tribal members unless directed otherwise by supervisor. _____ (initial)

I understand I must sign a contract prior to performing job duties. _____ (initial)

I understand that I may not be able to perform all job duties. _____ (initial)

I understand if chosen I will be responsible to act in a professional manner. _____ (initial)

I understand if chosen I will be responsible to maintain confidentiality. _____ (initial)

PLEASE CHECK THE APPROPRIATE BOX NEXT TO THE ITEM LISTED THAT APPLIES TO THE LEVEL OF EXPERIENCE YOU FEEL ACCURATELY INDICATES YOUR QUALIFICATIONS.

PLEASE GIVE REASONING FOR THE LEVEL OF EXPERIENCE CHOSEN; THIS WILL BE TAKEN INTO ACCOUNT

- N = NONE
- M = MINIMUM
- A = AVERAGE
- S = SKILLED

SKILLS	N	M	A	S	EXPERIENCE
Framing Carpentry					
Carpentry					
Plumbing					
Roofing					
Electrical					
Concrete					
Heating/Cooling					
Insulation					
Drywall/Tape/Texture					
Flooring/Hardware					
Flooring/Vinyl/Molding					
Cabinets/Woodworking					
Painting Exterior					
Painting Interior					
Heavy Mach. Operation					

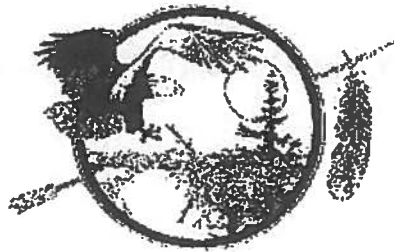
Landscaping					
Chainsaw Operation					
Road Construction					
Janitorial Services					
Roof Cleaning					
Weed Eating					
Yard Work					
Heavy Lifting					
Other Labor Duties					
Other Labor duties					
Secretarial					
Typing					
Filing					
Mail-Log					
Answering Telephone					
Taking Messages					
Taking Notes					
Janitorial Services					
Floor Cleaning					
Dusting					
Bathroom Cleaning					
Office Cleaning					
Garbage Disposal					

Lifting					
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Please feel free to comment below:

Please send or deliver the original application to:
Quartz Valley Indian Reservation
13601 Quartz Valley Indian Road
Fort Jones, Ca. 96032
Phone: 530.468.5907
Fax: 530.468.5908

Quartz Valley Indian Reservation



Force Account Labor Application

Name: _____		Date: ____/____/____	
Address: _____ <i>Street City State Zip-Code</i>			
Phone #: (____) _____ - _____		Message #: (____) _____ - _____	
Driver's License #: _____		Date of Birth: ____/____/____	
Insured with QVIR: Yes No		Tribal Member of QVIR: Yes No	
QVIR Tribal Members Spouse: Yes No		Member of the QVIR Community: Yes No	

*I understand that it is my responsibility to fill in all requested information for my application to be complete. _____ (initial)

*I understand that I may not be contacted for all Labor Force jobs. _____ (initial)

*I understand that QVIR Tribal Members will be called prior to non-tribal members unless directed otherwise by supervisor. _____ (initial)

*I understand I must sign a contract prior to performing job duties. _____ (initial)

*I understand that I may not be able to perform all job duties. _____ (initial)

*I understand if chosen I will be responsible to act in a professional manner. _____ (initial)

*I understand if chosen I will be responsible to maintain confidentiality. _____ (initial)

*I understand I must be present daily at the job site, working diligently or this job will be terminated.

_____ (initial)

PLEASE CHECK THE APPROPRIATE BOX NEXT TO THE ITEM LISTED THAT APPLIES TO THE LEVEL OF EXPERIENCE YOU FEEL ACCURATELY INDICATES YOUR QUALIFICATIONS.

PLEASE GIVE REASONING FOR THE LEVEL OF EXPERIENCE CHOSEN; THIS WILL BE TAKEN INTO ACCOUNT

- N = NONE
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SKILLS	N	M	A	S	EXPERIENCE
Framing Carpentry					
Carpentry					
Plumbing					
Roofing					
Electrical					
Concrete					
Heating/Cooling					
Insulation					
Drywall/Tape/Texture					
Flooring/Hardware					
Flooring/Vinyl/Molding					
Cabinets/Woodworking					
Painting Exterior					
Painting Interior					
Heavy Mach. Operation					

Landscaping					
Chainsaw Operation					
Heavy Lifting					
Other Labor Duties					
Other Labor duties					
Lifting					

Do you have any physical limitations? Y/N _____

Description: _____

Can you work in inclement weather? Y/N _____

Please feel free to comment below:

I, _____, understand for labor force jobs I must be present daily, on time daily, and working diligently on assigned project or this job may be terminated. I also understand in order to be absent from work it must be approved prior to absence. All unexcused absences will result in termination and immediate replacement will be issued.

Sincerely,

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