

# ROUND VALLEY INDIAN TRIBES

*A Sovereign Nation of Confederated Tribes*

TRIBAL COUNCIL OFFICE  
77826 COVELO ROAD  
COVELO CALIFORNIA 95428  
PHONE: 707-983-6126  
FAX: 707-983-6128



LOCATION: ON STATE HWY 162  
ONE MILE NORTH OF COVELO  
IN ROUND VALLEY  
TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

## ROUND VALLEY INDIAN TRIBES APPLICATION FOR EMPLOYMENT

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### PERSONNEL INFORMATION:

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

NAME: \_\_\_\_\_

Last

First

Middle Initial

PHYSICAL ADDRESS: \_\_\_\_\_

Street

City

State

Zip

MAILING ADDRESS: \_\_\_\_\_

Street

City

State

Zip

PHONE NUMBER: \_\_\_\_\_

Are you 18 years or older? **Yes / No** (Circle one)

Are you prevented from lawfully becoming employed in the country because of visa or immigration status? **Yes / No** (Circle one)

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### EMPLOYMENT DESIRED:

Position(s): \_\_\_\_\_

Start Date: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you employed now? **Yes / No** (Circle one). If so, Where? \_\_\_\_\_

May we contact your current employer? **Yes / No** (Circle one).

Have you applied with us before? **Yes / No** (Circle one). If so, when? \_\_\_\_\_

Referred by: \_\_\_\_\_



Scan the QR Code  
with your phone's  
camera to view this  
application on the  
tribes' website.

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## EDUCATION:

	Name and Location of School	Number of years Attended	Did you graduate?	Subject Studied
<b>Grammar School</b>				
<b>High School</b>				
<b>College</b>				
<b>Trade, Business or Correspondence School</b>				

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## RECORD OF EMPLOYMENT

Is your resume attached? **Yes / No** (Circle one). **If you attach your resume, you may leave this part of the form blank.**

**Please list below your last 3 job positions, with your latest job first. Attach additional sheets if necessary.**

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From: \_\_\_\_\_ To: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Salary: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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From: \_\_\_\_\_ To: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Salary: \_\_\_\_\_ Position: \_\_\_\_\_

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## INDIAN PREFERENCE

In accordance with Public Law 96-26, Indian Preference Act, this agency will recruit and give preference to qualified American Indians in employment and training. Please complete the following if you are claiming eligibility for this preference:

Tribal Roll Number: \_\_\_\_\_

Agency: \_\_\_\_\_

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Have you been convicted of a felony within the last five (5) years? **Yes / No** (Circle one). If yes, give the circumstances: \_\_\_\_\_

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“I Certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at anytime”

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## REFERENCE RELEASE FORM

**Applicant name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Employment:** \_\_\_\_\_

The above-named applicant is being considered for employment with the *Round Valley Indian Tribes* and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please fax to 707-983-6128 or email to: [personnel@rvit.org](mailto:personnel@rvit.org).

Thank you for your assistance.

### Applicant's Authorization

I consent to and authorize my former employer and its agents and employees, to furnish any reference information concerning my achievements, wage history, performance, attendance, personal history and reasons for separation of employment or any other employment with my former employer. It is expressly understood that any information given is to be use for the purpose of determining my acceptability for employment. I also herby release my former employer, its agents and employees from liability for damages or claims including but not limited to defamation, interference with contract or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – ROUND VALLEY INDIAN TRIBES USE ONLY**

### RECORD OF EMPLOYMENT

Former Employer: _____					
Position Held: _____		Dates Employed: _____			
Summary of Duties: _____					
Reason for Leaving: _____					
Salary at separation: _____			Eligible for Rehire? <b>Yes / No</b>		
<b>Please rate the following:</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Fair</b>	<b>Poor</b>
Job Knowledge:	_____	_____	_____	_____	_____
Accuracy:	_____	_____	_____	_____	_____
Productivity:	_____	_____	_____	_____	_____
Attendance:	_____	_____	_____	_____	_____
Overall Performance:	_____	_____	_____	_____	_____