



**Tohono O’odham Nation Executive Branch
HUMAN RESOURCES OFFICE**

P.O. Box 837, Sells Arizona 85634 Phone: (520) 383-6540 Fax: (520) 383-4676
(520) 361-3766, (520) 362-3766, Tucson Line: (520) 623-5783
Website: www.tonation-nsn.gov

| | |
|-------|-------|
| Name: | Date: |
|-------|-------|

HOW TO COMPLETE THE EMPLOYMENT APPLICATION
Thank you for your interest in employment with the Tohono O’odham Nation!

Attached are the following forms: a) Position List, b) Application for Employment, c) Authorization to Release Information, and d) Background check form.

**READ CAREFULLY THE FOLLOWING BEFORE COMPLETING AND SUBMITTING
YOUR EMPLOYMENT APPLICATION**

- 1) Review the current job summary to ensure the position(s) you are interested in are listed on the job summary.
- 2) Read the position’s job announcement and provide all required documents.
- 3) Use the following as your “CHECK LIST”

The listed documents below MUST BE ATTACHED to your employment application. Failure to submit the required documents will exclude your application from further processing and it will be returned to you. CHECK MARK those items that you have attached to your application.

- Position List Form _____*
- Authorization to Release Information Form, with original signature.*
- Current resume; _____*
- High School Diploma or transcript to include a graduation date and/ or General Education Diploma—You may submit an Associates Degree or higher in lieu of your High School Diploma or General Education Diploma; _____*
- Copy of unofficial college transcripts, diplomas and/or certifications may be submitted to determine education and experience.*
- Training certificates; _____*
- Three (3) reference letters, dated within one year period and signed; _____*
- If claiming Indian Preference, submit a copy of your Tribal enrollment identification; _____*
- Copy of your Arizona driver’s license, if driving is required; _____*
- Original, current Motor Vehicle Record (MVR)- 39 Month; _____*

*If you do not have an MVR, one can be acquired through the following website:
www.servicearizona.com/webapp/citizenMVR/ OR visit your nearest Motor Vehicle Division. In most jobs, driving is required.*

- NOTE:*** *Applications for clerical position(s) must submit clerical test results . Clerical tests can be scheduled by appointment at the Human Resources Office in person or by calling the number listed above.*

INCOMPLETE EMPLOYMENT APPLICATION PACKETS will not be processed and will be returned if:

- Initial
_____ Required documents are not attached or your application is illegible (difficult to read). Original signature and date are missing.
- _____ Resume’ is submitted without the employment application.
- _____ Faxed or scanned applications will not be accepted. Originals must be submitted within three business days.
- _____ Reference letters are not current within one year of application date, undated, or not signed. (Letters received through emails will not be accepted.)

- 4) List all work history, paid and unpaid. This is important! All education, work history and trainings you have acquired, will assist in determining your qualifications. (All application attachments are accepted as the official employment application provided it is complete.)
- 5) Police Officer employment application must include the Arizona Peace Officer Standards and Training Board (Arizona P.O.S.T.) forms.

Life of Application and Examination Papers. Examination papers and applications for any examinations shall be preserved for a period of six (6) months or for the duration of the Eligibility List. All such documents become the sole property of the Human Resources Office.

Please keep copies of all your documents for your own reference.



Human Resources Office Executive Branch Employment Application Position List

Date of Submission: _____

Thank you for your interest in employment with the Tohono O'odham Nation. Please complete the following information, and submit it with your application packet. Thank you.

Name: _____ Social Security Last Four: **xxx-xx-** _____
 Last First Middle

List the 210 Number, Position Title, and Department, as noted on the current job summary for all interested vacancies.
NOTE: Applications will not be processed if the 210's numbers are omitted and/or if the 210 number does not match the Position Title. **Exception:** If the position is listed as "Continuous" or the position is not noted with a 210 number, write "210 Number Not Listed", under HRO 210 Number:

| HRO 210 Number | Position Title | Department |
|----------------|----------------|-----------------------|
| 1. 8026 | Cook | Corrections (Example) |
| 1 | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |

NOTES: Only one application needed, with this form.



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Human Resources Office Only

Title of Position Desired: _____

Date: _____

How did you learn about this vacancy: _____

Would you consider temporary? YES NO

Have you worked for the Tohono O'odham Nation previously? YES NO

Dates: _____

Personal Information

Name: _____

Last

First

Middle

Social Security #: _____

Are you known by other names while previously employed? YES NO

If YES, list name: _____

Last

First

Middle

Mailing Address: _____

P.O. Box/ Street Address

City

State

Zip Code

Location Address: _____

Street Address

City

State

Zip Code

Telephone number

Day: (____) _____

Evening: (____) _____

Indian Preference

Are you registered with a Federally recognized Indian Tribe? YES NO

Proof of documents attached? YES NO

If yes, what Tribe: _____

Military

Are you a Veteran? YES NO

Branch & Dates of Service: _____

Rank & Type of Discharge: _____

Date of Discharge: _____

| Indicate Language(s) you: (Other than English) | Understand | Speak | Read | Write | Degree of Proficiency |
|---|------------|-------|------|-------|--------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Name: _____

References

List three (3) individuals whom you have known at least three years.
(Do not list relatives or supervisors.)

| | | | |
|------|---------|----------------|------------------|
| Name | Address | City/State/Zip | Telephone Number |
| | | | |
| Name | Address | City/State/Zip | Telephone Number |
| | | | |
| Name | Address | City/State/Zip | Telephone Number |
| | | | |

Specialized Training

List any specialized training, apprenticeship and skills you may have received that relates to this position (include number of hours and course content)

List any job related certificates or licenses that relates to this position.

List any office equipment proficiencies/software/word processing applications you are familiar with?

Current typing speed: _____

Education

| | Name and Address | Course of Study | Did you Graduate | List Degree(s) Awarded |
|--------------------------|------------------|-----------------|--|------------------------|
| High School | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Business or Trade School | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| College or University | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Graduate School or Other | | | <input type="checkbox"/> YES <input type="checkbox"/> NO | |

Please submit proof of Transcripts, Degrees, Diplomas or Certificates

Tohono O'odham Nation
Human Resources Office
Authorization of Release of Information (HRP272)

I, _____, in consideration of my employment or being considered for employment by the Tohono O'odham Nation, do hereby authorize any and all; individuals, partnerships, corporations, entities or governmental (tribal, State, county, or federal) agencies, to release information to the Tohono O'odham Nation Human Resources Office regarding my past employment with your company and any additional information as required.

Signature: _____

Date: _____

Social Security Number: _____

Signature: _____

Date: _____

Witness