



# Application for Employment

**Chitimacha Tribe of LA**  
**P.O. Box 661**  
**Charenton, LA 70523**

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Last First Middle

Physical Address: \_\_\_\_\_  
 Number & Street Name City State Zip Code

Mailing Address: \_\_\_\_\_  
 Number & Street Name City State Zip Code

Telephone # \_\_\_\_\_ Mobile/Beeper/Other Phone # \_\_\_\_\_ Email \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

**Referral Source** (Please check the appropriate category and name the source)

Walk-in \_\_\_\_\_  
 Employee \_\_\_\_\_  
 Advertisement \_\_\_\_\_  
 Company's Website \_\_\_\_\_  
 Other \_\_\_\_\_

Will you travel if job requires it? Yes No  
 If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No  
 Will you work overtime if required? Yes No  
 If NO, please explain \_\_\_\_\_

If necessary, best time to call you at home is \_\_\_\_\_  
 AM PM

May we contact you at work? Yes No  
 If YES, work number and best time to call:

\_\_\_\_\_ AM PM

Driver's License number required if driving may be required in the job for which you are applying. \_\_\_\_\_ State \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? Yes No  
 If NO, please explain \_\_\_\_\_

Have you ever been bonded? Yes No  
 Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

\_\_\_\_\_

Have you ever been arrested for or charged with a criminal offense (other than minor traffic violations)? Yes No

Have you ever submitted an application here before? Yes No  
 If YES, give date(s) and position(s)

If YES, with regard to each offense, please provide the type of offense, the date and location of the arrest or charge, and its disposition (e.g. dismissal, not guilty, also provide the sentence imposed and the status of any probation, parole, or supervisory term).

Have you ever been employed here before? Yes No  
 If YES, give date(s) From \_\_\_\_\_ To \_\_\_\_\_

Are you legally eligible for employment in this country? Yes No

Have you ever pled "Guilty" or "No Contest" to, or been convicted of a felony? Yes No

Date(s) available for work \_\_\_\_\_

If YES, please provide date(s) and details

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:

Full-Time

Part-Time

Substitute

Temporary

Give at least Three Personal References including Name, Address, and Telephone Number. Please exclude family members.			
Name	Address	Telephone	Number of Years Known

### Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
	Commission/Bonus/Other Compensation \$	
Summarize the type of work performed and job responsibilities.		

Employer	Telephone No.	Dates Employed: Month Year to Month Year
Street address	City State/Zip	Compensation (Starting)
Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
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Summarize the type of work performed and job responsibilities.		

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Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
	Commission/Bonus/Other Compensation \$	

If you need more space to write down your explanation(s), you can do so on the last page of this application form.

**Employment History** (continued)

Summarize the type of work performed and job responsibilities.

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Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City	State/Zip					
Starting Job Title/Final Job Title		Compensation (Starting)					
		Hourly	Salary	\$	Per		
Immediate Supervisor (for most recent Position held)	May we contact for Reference?		Commission/Bonus/Other Compensation \$				
		Yes	No	Later			
Why did you leave?		Compensation (Final)					
		Hourly	Salary	\$	Per		
		Commission/Bonus/Other Compensation \$					

Summarize the type of work performed and job responsibilities.

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Street address	City	State/Zip					
Starting Job Title/Final Job Title		Compensation (Starting)					
		Hourly	Salary	\$	Per		
Immediate Supervisor (for most recent Position held)	May we contact for Reference?		Commission/Bonus/Other Compensation \$				
		Yes	No	Later			
Why did you leave?		Compensation (Final)					
		Hourly	Salary	\$	Per		
		Commission/Bonus/Other Compensation \$					

Summarize the type of work performed and job responsibilities.

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Explain any gaps in your employment, other than those due to personal illness, injury, or disability \_\_\_\_\_

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If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes      No

If YES, please explain \_\_\_\_\_

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**Skills and Qualifications**

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

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**Computer Skills** (check appropriate boxes, include software titles and years of experience.)

Word Processing _____	Years: _____	Internet _____	Years: _____
Spreadsheet _____	Years: _____	Other _____	Years: _____
Presentation _____	Years: _____	Other _____	Years: _____
E-mail _____	Years: _____	Other _____	Years: _____

**Educational Background**

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		

**List special accomplishments, publications, awards, etc.**

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

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Is there any other job-related information you want us to know about you?

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