



La Jolla Band of Luiseno Indians
22000 Highway 76 ~ Pauma Valley, CA 92061
Phone (760) 742-3771 Fax (760) 742-1704

Application for Employment

(Standard Form 1)

We are an equal opportunity employer and consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, the presence of a non-job related medical condition or handicap, or any other legally protected status. Indian preference in employment will be an integral part of the selection process for all available positions (PPP; section 100.05)

Personal Information

Name (Last, First, M.I.)	Date of Application
Mailing Address	Physical Address if mailing is P.O. Box
City, State, Zip Code	Phone No. (Specify if this is your home, cell, or other)
Social Security No.	Are you enrolled in a Federally recognized Tribe? Y___ N___ If yes, what Tribe?

Employment Desired

Position(s) Applying For	Date you can start?	Are you presently employed? Y___N___
Are you available to work: Full Time___Temp/Part Time____Shift Work ____	Have you been employed with us before? Y___N___	If yes, when and what position?
Are you currently on "lay-off" status and subject to recall? Y___N___	Can you travel if job requires it? Y___N___	May we contact your present employer? Y___N___

Are you 18 years of age or older? Y___N___ <i>(If under 18 you must provide Proof of Eligibility to Work for job consideration)</i>	I certify that I am a U.S. citizen, permanent resident, or a foreign national with legal authorization to work in the United States. Y___N___
How did you hear about this position? <i>(Please Specify)</i>	Did you previously submit a resume for consideration of this position? Y___N___ If so, please attach a copy

Education/Formal Training

Name & Location of School	Years Attended	Did You Graduate? Y/N	Subjects Studied	Diploma/Certificate
High School				
College				
Other Course of Study				

Have you ever been convicted of a felony? Y___N___ If "Yes" describe: _____	Are there other legal issues that could affect your job performance that you would like to discuss with the HR officer? Y___N___
Do you presently hold a valid Driver's License? Y___N___ <i>(If yes, please attach a copy of your current driver's license)</i>	
State: _____ Number: _____ Expiration: _____	

General Qualifications

For the position in which you are applying: Summarize job-related skills and qualifications you've acquired through employment, volunteer work, or other experience that will enhance your job performance in this position.

Specialized Skill

Check Skills/Equipment Operated

_____ MS Excel	_____ CPR Certified	_____ Bilingual	Other (List):
_____ MS Word	_____ Security Guard Training	_____ Mechanical Training	_____
_____ MS PowerPoint	_____ Customer Service Training	_____ Safety Training	_____

Have you had former Employers: Yes _____ No _____ (List below last four employers, starting with last employer)

Date Month/Year	Name and Address	Salary	Position	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

References (Give below the names of three persons **not related to you**, who you have known at least one year)

Name	Address	Phone Number

Applicants Statement:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for the sole purpose of determining an employment decision. In the event I am given employment, I understand that should any false or misleading information given in my application or interview(s) be later discovered, it may result in termination. I also understand that I am required as a condition of employment to abide by all regulations, policies and procedures of the La Jolla Band of Luiseño Indians.

Signature of Applicant _____

Date _____

Human Resources Office Use Only:

Interview Scheduled: Y N / Date _____ **Resume Submitted:** Y N _____ **Hired:** Y _ N _ / Date of Employment _____ **HR Initial:** _____



La Jolla Band of Luiseno Indians
22000 Highway 76 ~ Pauma Valley, CA 92061
Phone (760) 742-3771 Fax (760) 742-1704

PLEASE READ BEFORE FILING OUT APPLICATION!!

Employment Application Cover Letter

Applicant, you must make sure that ALL areas of your employment application are complete. If you find that an area does not apply to you, please write “N/A” for Not Applicable. Applications with blank areas will be considered incomplete and will not be processed.

- **Position Applying For:** Please indicate which Department/Enterprise and desired position. If you are applying for more than one position, please note that in the box. Writing “OPEN” or “ANYTHING” is not an acceptable response.
- **Indian Preference Requirement:** if you are claiming Indian Preference attach a copy of your Tribal ID or verification. For purposes of hiring policy Native American is defined as being an ENROLLED MEMBER of a Federally Recognized Tribe.
- **Driver’s License:** If you have a Driver’s License, attach a copy of your Driver’s License to your application.

When you have completed your application bring it to the La Jolla Tribal Office at the address listed above. Have the receptionist date stamp it and place it in the box in the front office marked:

“La Jolla Tribe Employment Applications”

Thank you for applying with The La Jolla Band of Luiseño Indians