



TAKINI SCHOOL

HC 77 Box 537

Howes, SD 57748

Office Phone: 605-538-4399

Fax: 605-538-4404

SUPPORT STAFF APPLICATION

A COMPLETE APPLICATION SHALL INCLUDE THE FOLLOWING:

Check List	Applicable ✓	Not Applicable ✓
Signed Application		
Official Transcripts		
Three Letters of Reference		
Indian Preference – BIA Form 4432		
Veteran’s Preference – Form DD214		
Certificates for Training/Workshops		
Special Requirements (driver’s license, insurance, etc.)		
Extensive Background Application		
Drug Test		

Incomplete applications will not be considered.

EMPLOYMENT STATEMENT

IMPORTANT! To properly assess your experience, please complete all sections. Start with your present and/or most recent job (within past 8 years).

Employer: _____	
Address: _____ Phone: _____	
Job Title: _____ Immediate Supervisor: _____	
Dates of Employment: From _____ To _____ Salary: _____	
Work Performed: _____ _____	
Reason for Leaving: _____ _____	
Employer: _____	
Address: _____ Phone: _____	
Job Title: _____ Immediate Supervisor: _____	
Dates of Employment: From _____ To _____ Salary: _____	
Work Performed: _____ _____	
Reason for Leaving: _____ _____	
Employer: _____	
Address: _____ Phone: _____	
Job Title: _____ Immediate Supervisor: _____	
Dates of Employment: From _____ To _____ Salary: _____	
Work Performed: _____ _____	
Reason for Leaving: _____ _____	

REFERENCES

List three references, not related to you, who have observed your work and who may be contacted.

NAME / TITLE	ADDRESS	PHONE	EMAIL ADDRESS

EDUCATIONAL BACKGROUND

To be considered, official transcripts must be attached with application.

TYPE	SCHOOL	ADDRESS	DEGREE EARNED	DATE RECEIVED
High School/GED				
Undergraduate				
Graduate				
Other				

BACKGROUND INFORMATION

Each case is considered separately based on job duties and performance areas.

Do you have a valid South Dakota State Driver’s License? () YES () NO Other State: _____

If position applied for involves driving, have you been convicted, pleaded no contention or paid a fine for any traffic violation over the past five (5) years? () YES () NO

If Yes, (please explain):

How/Where did you hear about the position for which you are applying? Circle all that apply.

- Family/Friend/Relative
- Newspaper
- Internet
- Takini School

Other: (please specify): _____

BACKGROUND INFORMATION

Your answers should include convictions resulting from pleas of nolo contendere (no Contest), but omit (1) traffic fines of \$150 or less, (2) any violation of law committed before your eighteenth birthday if finally decided in juvenile court or under a Youth Offender law, (3) any conviction set aside under the Federal Youth Corrections Act or similar tribal or state law and (4) any conviction whose record was expunged under Tribal, Federal, or State Law.

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Tribal and/or Federal child care positions have applicants sign a receipt of notice that a criminal records check will be conducted.

1. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense. If yes, provide the date, explanation of the violation, disposition of the arrest of charge, place of occurrence and the name and address of the police department of court involved.
() YES () NO

2. Have you ever been arrested for or charged with a crime involving a child? If yes, provide the date, explanation of the violation, disposition of the arrest of charge, place of occurrence and the name and address of the police department of court involved.
() YES () NO

3. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, under federal, state, or tribal law involving crimes of violence; sexual assault; molestation, exploitation, contact or prostitution; or crimes against persons? If yes, provide the date, explanation of the violation, disposition of the arrest of charge, place of occurrence and the name and address of the police department of court involved.
() YES () NO

4. Have you ever been convicted, been imprisoned, been on probation, or been on parole? (Include felonies, firearms, or explosive violations, misdemeanors, and all other offenses.) If yes, use additional space to provide the date, explanation of the violation, disposition of the arrest of charge, place of occurrence and the name and address of the police department of court involved.
() YES () NO

5. Are you now under charges for any violations of the law? If yes, use additional space to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.
() YES () NO

CERTIFICATION

I certify that all answers given are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I further understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I certify that my responses to the above questions are made under penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain my own copy of any criminal history report made available to the Takini School and/or CRST Education Agency by contacting the originating agency. I also understand my rights to challenge the accuracy and completeness of any information contained in the report.

Signature of Applicant

Date

AGREEMENT

I authorize the Takini School and/or CRST Education Agency to make such investigations and inquiries of my personal employment, financial or medical history and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application, and hereby specifically given them permission to release any information requested by Takini School.

Signature of Applicant

Date

***Please do not submit original documents (except transcripts) with your application as they will not be returned.**