

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.



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SUPPORT STAFF APPLICATION FORM

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Indian Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Consideration will be given to Non-Indian applicants (status or reinstateable) in the absence of qualified Indian Preference eligible.

Equal Opportunity Employer: Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

Position applying for:		Date	e:
Name:		SSN	N:
Last	First	MI	
Address:Street/Box	City	State	Zip
Phone:	-		
Are you known by another name? () YE	S()NO If Yes, by wh	at name:	
Do you need housing if selected? () YES	S () NO		
Do you claim Indian Preference? () YES	S () NO If Yes, Tribal	Affiliation:	
Do you speak, read and/or write the Lako	ta Language? () YES	() NO	
Are you a veteran? () YES () NO If	Yes, branch of military s	ervice:	
Dates of Duty: From:		To:	
ADDITIONAL SKILLS Describe skills relevant to the job for which	h you are applying.		
SKILL	TYPE OF EX	PERIENCE	LEVEL OF EXPERIENCE
Office equipment, computers, software,	etc.		
Technical skills, professional licenses.			
Heavy equipment, machinery			
Other			
Can you perform the essential functions of	of the job with or withou	t reasonable accomm	nodation? () YES () NO.
If No, provide additional information:			

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).

Phone:			
Immediate Supervisor:			
To	Salary:		
		· · · · · · · · · · · · · · · · · · ·	
	Immediate Supervisor:		
To			
	Immediate Supervisor:		
To	Salary:		
	To	Immediate Supervisor: Salary: Phone:	

REFERENCES

Family/Friend/Relative

Newspaper

Other: (please specify): _____

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

NAME / TITLE		ADDRESS		PHONE		EMAIL ADDRESS	
EDUCATIONAL BA							
To be considered, of	ficial transc	cripts must be attac	hed with applic	ation.			
ТҮРЕ		SCHOOL	ADD	RESS	DEGREE E	ARNED	DATE RECEIVED
High School/GED							
Undergraduate							
Graduate							
Other							
BACKGROUND INF Each case is consided Do you have a valid	red separat South Dako or involves	tely based on job du ota State Driver's Lid driving, have you be	cense?()YE	S () NO Ot			for any traffic
violation over the pa	ast five (5) y	years? () YES () NO				
If Yes, (please explai	in):						
How/Where did you	ı hear abou	t the position for w	hich you are ap	plying? Circle	all that apply	<i>'</i> .	

Internet

Takini School

BACKGROUND INFORMATION

Your answers should include convictions resulting from pleas of nolo contender (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 of 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.

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Signature of Applicant	Date
AGREEMEN authorize the Takini School and/or CRST Education A nquiries of my personal employment, financial or med may be necessary at arriving at an employment decision or persons from all liability in responding to inquiries in nereby specifically given them permission to release a School.	gency to make such investigations and dical history and other related matters as on. I hereby release employers, schools, n connection with my application, and
Signature of Applicant	Date

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