



## URBAN INDIAN CENTER OF SALT LAKE EMPLOYMENT APPLICATION

The Urban Indian Center of Salt Lake is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability. All employees of the Urban Indian Center of Salt Lake may be required to submit to a drug test after hire.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

### Personal Data

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Today's Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Email address \_\_\_\_\_ Tribal Affiliation \_\_\_\_\_ / Enrollment Number \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain: \_\_\_\_\_

Have you ever been terminated from any position? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes", please explain: \_\_\_\_\_

How were you referred to the Urban Indian Center of Salt Lake? Please circle the number of the most appropriate response.

<b>1</b> College or University	<b>2</b> Recruiter or Agency	<b>3</b> Employee	<b>4</b> Adver- tisement	<b>5</b> No referral; Walk-in	<b>6</b> Other: _____
---	---------------------------------------	----------------------	--------------------------------	-------------------------------------	-----------------------------

### Position Preferences:

For what position are you applying? \_\_\_\_\_

Program Area: \_\_\_\_\_

Salary desired: Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ (specify hour, week or year)

Schedule desired: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ # of Hours Per Week: \_\_\_\_\_

Could you work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_ What date could you start work? \_\_\_\_\_

Could you travel if required by this position? Yes \_\_\_\_\_ % of Time \_\_\_\_\_ No Travel \_\_\_\_\_

## Education

	Name of School	City & State	Degree or # of Years Completed	Major or Subject	GPA
High School					
University/College					
Graduate School:					
Other:					

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

## Previous Employment

List your current or most recent employment first. Include work related internships, military and volunteer work.

Current Employer		Position Title	
City & State		Reason for Leaving	
Telephone #			
Supervisor's Name & Title		Dates of Employment:	From: To:
May we contact current employer?		Yes	No (if no, why?)
Employer		Position Title	
City & State		Reason for Leaving	
Telephone #			
Supervisor's Name & Title		Dates of Employment	From: To:
Employer		Position Title	
City & State		Reason for Leaving	
Telephone #			
Supervisor's Name & Title		Dates of Employment	From: To:

**Professional References** (3 required)

Name	Title & Company	Phone #& Email	Professional Relationship

**All hiring and employment at the Urban Indian Center of Salt Lake is at will.** I understand this application is not an employment contract, nor can it be used to create one. Employment by the Urban Indian Center of Salt Lake has no specific term and may be terminated by the employee or the Urban Indian Center of Salt Lake upon notice. I acknowledge that the Urban Indian Center of Salt Lake has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with the Urban Indian Center of Salt Lake, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to the Urban Indian Center of Salt Lake I agree to release and hold harmless the Urban Indian Center of Salt Lake from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with the Urban Indian Center of Salt Lake may be terminated.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR YOUR APPLICATION TO BE COMPLETE, YOU MUST SUBMIT A  
COVER LETTER & RESUME  
WITH THIS EMPLOYMENT APPLICATION.**



## Urban Indian Center of Salt Lake

### Applicant Release

(Keep in secure files separate from personnel records)

In connection with my application for employment with the Urban Indian Center of Salt Lake (including contract for services) and as a condition of continuing employment, I understand that **investigative background inquiries** are to be made on me including consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. Further I understand that the company may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies.

**I authorize without reservation**, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information for the Urban Indian Center of Salt Lake and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_