Kickapoo
TRADITIONAL TRIBE OF TEXAS

EMPLOYMENT APPLICATION

Human Resource Department
2212 Rosita Valley Rd. Eagle Pass, TX 78852
Phone: (830) 773-2105
FAX: (830) 758-0325
TalentAcquisition@ktttribe.org

INSTRUCTIONS: Answer all questions fully and truthfully in the spaces provided. Providing false or misleading information may disqualify you from consideration for employment. A resume does not replace the Employment Application. Incomplete applications may result in the applicant being removed from consideration. Completed Employment Applications must be submitted by email to talentacquisition@ktttribe.org. Applications will remain valid for 90 days from the date of submission. After 90 days, the application will be considered invalid, and applicants will need to submit a new Employment Application to be considered for employment.

Date of Application	**Position(s) Desired**

PRINT NAME	Last	First	Middle		Email Address
MAILING ADDRESS	Number and Street	City	State	Zip	Telephone Number

Full-Time ☐ Part-Time ☐	Minimum salary required Hr ☐ Yr ☐	When could you start?	Are you at least 18 years of age? Yes ☐ No ☐
If hired, are you eligible to work in the United States? Yes ☐ No ☐		Are you currently or have you ever been an employee of Kickapoo Traditional Tribe of Texas or a KTTT Entity? Yes ☐ No ☐ Department(s) Name: _____	

Are you of Native American descent? Yes ☐ No ☐ List Affiliation& Enrollment#_____

Are you related by kinship or marriage to any current employee of Kickapoo Traditional Tribe of Texas? Yes ☐ No ☐
If **YES**, give **NAME** and **RELATIONSHIP:** _____

EDUCATION Do you have a High School diploma or GED? ☐Yes ☐No HS Name and Location: _____

Higher Education (Name of school and address)	Did you graduate?	Hours of Credit	Type of Degree	Major

List Professional and/or Technical licenses, certifications, or registrations related to the job for which you are applying.

Attach or email verification of degrees, certificates of completion listed above.

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EMPLOYMENT EXPERIENCE

Current or Most Recent Position

May we contact your current employer? Yes ☐ Yes - Post offer ☐ No ☐

Employer's Name				Address
Supervisor's Name, Title and Telephone Number				Reason for Leaving
From		To		Title(s): Duties:
Month	Year	Month	Year	
Starting Salary Hr ☐ $ Yr ☐		Ending Salary Hr ☐ $ Yr ☐		
Full-Time ☐ Part-Time ☐		Employees Supervised Yes ☐ How many?___ No ☐		

Employer's Name				Address
Supervisor's Name, Title and Telephone Number				Reason for Leaving
From		To		Title(s): Duties:
Month	Year	Month	Year	
Starting Salary Hr ☐ $ Yr ☐		Ending Salary Hr ☐ $ Yr ☐		
Full-Time ☐ Part-Time ☐		Employees Supervised Yes ☐ How many?___ No ☐		

Employer's Name				Address
Supervisor's Name, Title and Telephone Number				Reason for Leaving
From		To		Title(s): Duties:
Month	Year	Month	Year	
Starting Salary Hr ☐ $ Yr ☐		Ending Salary Hr ☐ $ Yr ☐		
Full-Time ☐ Part-Time ☐		Employees Supervised Yes ☐ How many?___ No ☐		

Employer's Name				Address
Supervisor's Name, Title and Telephone Number				Reason for Leaving
From		To		Title(s): Duties:
Month	Year	Month	Year	
Starting Salary Hr ☐ $ Yr ☐		Ending Salary Hr ☐ $ Yr ☐		
Full-Time ☐ Part-Time ☐		Employees Supervised Yes ☐ How many?___ No ☐		

USE ADDITIONAL SHEETS IF YOU NEED TO LIST OTHER EXPERIENCE

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SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES

Be specific in listing your special skills. List machines or office equipment you can use such as calculators, printing or graphics equipment, computer equipment, types of software, hardware, programming languages, etc. related to the job for which you are applying.

- ☐ Microsoft Word
- ☐ Microsoft Excel
- ☐ Microsoft Power Point
- ☐ Microsoft Access
- ☐ WordPerfect
- ☐ IBM/Compadible PC
- ☐ Macintosh PC
- ☐ Natural Programing
- ☐ Graphics software
- ☐ Desktop Publishing Software
- ☐ Database design
- ☐ Systems analysis or design
- ☐ Network installation/administration

Driver License

Valid commercial license.
State?_____

Valid operator license
state?_____

Foreign Languages	Reading	Speaking	Fluency
Spanish	☐	☐	☐
French	☐	☐	☐
German	☐	☐	☐

Others, specify:_____
_____

Other:
_____

PROFESSIONAL REFERENCES

Give name, address, and telephone number of three (3) professional references that are not related to you.

	Name	Address	Telephone Number
1			
2			
3			

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CRIMINAL BACKGROUND HISTORY

The performance of a background investigation and determination that the individual meets the minimum standards of character required is a condition of employment. This employment application is being signed under penalty of perjury and I acknowledge that knowingly falsifying or concealing a material fact is a felony that may result in fines up to $10,000 and/or five years imprisonment and is grounds for denying employment.

Have you ever been convicted of a crime or remanded to deferred adjudication other than a minor traffic violation?
if YES, give details below. ☐ Yes ☐ No

Have you ever been arrested for, or charged with, a crime involving a child or violent felony, and, if so, please provide an explanation of the disposition of the arrest or charge? ☐ Yes ☐ No

Not completing this section of the Employment Application will invalidate it and any related actions. A conviction does not automatically disqualify you from employment. Circumstances will be considered. If you are arrested or charged with a crime while working for KTTT, you must inform Human Resources and Department Manager within 48 hours of your release. Not reporting this can lead to job termination.

Date of Conviction Month/Year	Location of Conviction City, State	Mark Apptopriate Box		Nature of Conviction (Do not use abbreviations)
		Misdemeanor	Felony	
		☐	☐	
		☐	☐	
		☐	☐	

LEGAL BACKGROUND

1. NATURE OF LEGAL PRACTICE

Please describe the nature and scope of your current legal practice, including any areas of concentration, specialty certifications, or significant experience in particular fields of law.

Description:

2. PROFESSIONAL RESPONSIBILITIES

Please describe the extent of your responsibility for the management and handling of legal matters, including client representation, legal research and writing, negotiations, court appearances, case management, and supervision of support staff or other attorneys, if applicable.

Description:

3. PROFESSIONAL DISCIPLINE AND ETHICS

Have you ever been the subject of a disciplinary proceeding, reprimand, sanction, suspension, disbarment, ethics complaint, professional misconduct investigation, or any other adverse action by a court, bar association, regulatory body, licensing authority, or professional organization?

☐ Yes ☐ No

If Yes, Provide Details:

4. PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Please list all bar associations, professional organizations, committees, boards, sections, associations, and other professional affiliations.

Organization	Membership Dates	Office/Position Held

☐ Additional sheet attached

5. PENDING APPLICATIONS

Identify all pending applications for admission to practice law, professional licensure, judicial appointment, or other professional credentials currently under consideration.

☐ None

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6. BAR ADMISSIONS AND CERTIFICATES OF GOOD STANDING

JURISDICTIONS OF ADMISSION

Please identify all jurisdictions in which you have been admitted to practice law.

Jurisdiction	Date Admitted	Current Status

Current Status Examples: Active, Inactive, Retired, Emeritus, Administrative Suspension, etc.

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7. CERTIFICATES OR LETTERS OF GOOD STANDING

☐ I have attached current Certificates or Letters of Good Standing from all jurisdictions in which I am or have been admitted to practice law.

☐ I am not admitted to practice law in any jurisdiction.

☐ I attest that I am in good standing in all jurisdictions where admitted, however, am unable to proffer a letter of good standing in one or more jurisdictions due to:

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For Positions working with vulnerable individuals: (Children/Teens, & Tribal Elders)

Employment will require successful completion of a post-offer/pre-employment physical exam and T.B. skin test showing absence of Tuberculosis within 90-days of employment, and an extensive criminal background investigation check at employer's expense prior to employment offer. Employee must be able to travel as needed. Must be able to operate a licensed motor vehicle, have access to a dependable motor vehicle, and possess a valid state driver's license. Must have and maintain a satisfactory driver's record. Employees working with children must be able to lift 40 lbs. and must be able to bend, stoop, and move swiftly.

For All Positions:

The Kickapoo Traditional Tribe of Texas (KTTT) does not discriminate on the basis of race, color, national origin, citizenship, ancestry, religion, gender, sexual orientation, marital status, age, disability, genetic information, political views and military service, sex, creed, family status or connections in any employment decision. The information on the application, together with any attachments, is the property of KTTT.

KTTT Tribal Preference: The Kickapoo Traditional Tribe of Texas applies a KTTT Tribal Member and Native American/Alaskan preference policy to all employment opportunities in accordance with KTTT Laws, Codes, and Policy.

KTTT At-Will Employment: Employment with the KTTT is voluntarily entered and is at-will; at the option of either the employee or KTTT. This means that both the employee and KTTT have the right to terminate the employment relationship at any time, for any reason, with or without cause or notice. No KTTT employee has the authority to enter into any agreement on behalf of KTTT with an individual KTTT employee guaranteeing employment for a specified period or limiting the ability of KTTT to terminate employment at-will.

Accommodations: If requested, reasonable accommodations may be made for persons with disabilities for part or all of the employment process in accordance with KTTT Laws, Codes, and Policy at its sole discretion.

Notice: KTTT also requires a declaration statement from the prospective employee prior to employment which lists all pending and prior criminal arrest and charges related to child sexual abuse and their disposition, convictions related to other forms of child abuse and neglect, and all convictions of violent felonies. Employment is also subject to a 90-day introductory period to monitor employee performance and to allow time to act on the results of the criminal record checks. If hired, the prospective employee must present documentation within three days of hire date to establish their identity and employment eligibility as required by Immigration and Naturalization Services. KTTT is a drug-free/alcohol-free workplace. All employees will be required to pass a pre-employment drug/alcohol screen and may be subject to random drug/alcohol screenings throughout their employment.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge. I understand that willfully withholding information or making false statements in this application will be considered sufficient cause for rejection of this application or for dismissal if such false statement is discovered after my employment. I authorize and release the Kickapoo Traditional Tribe of Texas from any liability pertaining to investigation of my former employment, education, references, criminal background check, and driving record. I understand that if appointed, the initial appointment is contingent upon the satisfactory completion of required background checks. I understand that any offer is contingent upon my agreement to abide by the rules and regulations of the Kickapoo Traditional Tribe of Texas. In addition, I acknowledge the above notices.

Signature _____ **Date** _____

ELECTRONIC SIGNATURE: This Acknowledgement and Certification of Understanding ("Acknowledgement") is to let you know that by submitting an electronic signature, you are providing an electronic mark, that is held to the same standard as a legally binding equivalent of a handwritten signature provided by you. For purposes of the acknowledgement, a digital mark is considered a typed legal First and Last name (legal name may include middle name, initial or suffix) or digitally signed representation of your handwritten signature followed by the typed date.

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Candidate Release Authorization

ADP Screening and Selection Services

I. In connection with my application for employment or continued employment at Kickapoo Traditional Tribe of Texas (KTTT), I understand that a consumer report and/or an investigative consumer report will be ordered that may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance and experience, along with reasons for termination of past employment. I understand that to the extent permitted by applicable law and as directed by company policy and consistent with the job described, KTTT may be requesting information from public and private sources about me, including but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, child abuse and neglect state registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, driving record, drug testing results. If company policy requires and to the extent permitted by law, I am willing to submit to alcohol and/or drug testing to detect the use of alcohol or drugs prior to and during employment.

II. Medical and workers' compensation information will only be requested in compliance with the federal Americans with Disabilities Act (ADA) and/or any other applicable state or local laws and only after a conditional job offer is made.

III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies. In the event that an agency or record source requires an alternative release form or additional identifying characteristics in order to release the requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by KTTT.

IV. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source that provided the information.

V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference, insurance company or other applicable record source contacted by _Kickapoo Traditional Tribe of Texas_ or its agent, to furnish the information described in Section I.

VI. If applicable, I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer to _Kickapoo Traditional Tribe of Texas. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released by my previous employer is limited to the following DOT-regulated items: alcohol tests with a result of 0.04 or higher, verified positive drug tests, refusals to be tested, other violations of DOT agency drug and alcohol testing regulations, information obtained from previous employers of a drug and alcohol rule violation and any documentation of completion of the return-to-duty process following a rule violation.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. I understand that this information is confidential and will not be used for any other purposes. I hereby release KTTT, its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively and all persons, agencies, and entities providing information or reports about me from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates arising out of the requests for or release of any of the above-mentioned information or reports.

_____
Please print. First Middle Last

_____
Please print other names you have used (maiden name, surname, alias name).

_____
Current Address City State Postal Code

_____
(FOR IDENTIFICATION PURPOSES ONLY) Social Security Number Date of Birth

Several states, including but not limited to Alabama, Arkansas, Florida, Georgia, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Hampshire, Pennsylvania, South Carolina, Texas, Virginia, Washington, West Virginia, and Wisconsin, require additional identifying information to conduct a criminal records search. Therefore, please provide the necessary details for this purpose.

Gender: ___Male ___ Female Race: ___American Indian ___ Asian ___ Black ___ Hispanic ___Unknown ___White ___Other

_____
Driver's License Number State Issuing License Name as it appears on license

I affirm that the information I have provided on this form is accurate and truthful. I acknowledge that any false statements, misrepresentations, or omissions may result in my disqualification from employment consideration, or if I am already employed, could lead to disciplinary action, including termination. Additionally, I consent to any necessary background checks to assess my ongoing suitability for employment, and I understand that this consent remains valid throughout my tenure with the Kickapoo Traditional Tribe of Texas.

_____
Signature Today's Date