

PORCUPINE SCHOOL
P.O. BOX 180
PORCUPINE, SD 57772
PHONE: (605) 867-5588
FAX: (605) 867-5480
www.porcupinequills.org

APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related condition or handicap. Your application will be kept on file for one (1) year from date of submission.

Date of application: _____

Position applying for: _____

How did you learn of the position? _____

NAME: _____
Last First MI Soc. Sec. #

ADDRESS: _____
Street/Box City State Zip

PHONE: _____ Are you known by another name? () YES () NO

If Yes, by what name? _____

Do you need housing if selected? () YES () NO

Do you claim Indian Preference? () YES () NO

Have you ever been convicted of a felony or released from prison within the last seven years?
() YES () NO (If Yes, describe in full with dates) _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME ADDRESS PHONE # (s)

Do you speak, read and/or write Lakota or any other language? () YES () NO

If Yes, what language? _____ Check below:

	Well	Fair	Poorly
Speak	()	()	()
Read	()	()	()
Write	()	()	()

Are there any physical or medical conditions that may limit your job performances?
() Yes () No If Yes, please explain: _____

Are you a veteran? () Yes () No If Yes, what was your branch of military services?
Rank _____

Dates of duty: From: _____ To: _____

PERSONAL REFERENCES (excluding relatives):

	Name & Occupation	Address	Phone #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please have references listed above or former employees complete the attached reference forms and return to the school. At least three (3) references are needed.

EDUCATIONAL BACKGROUND:

	Name & Address	Credit Hours	Graduated?
Elementary	_____		
High School	_____		
College*	_____		
College *	_____		
Other*	_____		

*Attach transcripts. If selected for employment you will be required to submit "certified copies of transcripts."

List each job held beginning with the most recent. Include military and volunteer activities.

A.

Name and Address of Employer: _____ Dates: From: _____ To: _____

Salary: Beginning _____
Ending _____

Position Title: _____

Supervisor: _____

Describe your specific duties:

Reason for leaving: _____

B.

Name and Address of Employer: _____ Dates: From: _____ To: _____

Salary: Beginning _____
Ending _____

Position Title: _____

Supervisor: _____

Describe your specific duties:

Reason for leaving: _____

C.

Name and Address of Employer: _____ Dates: From: _____ To: _____

_____ Salary: Beginning _____
Ending _____

Position Title: _____ Supervisor: _____

Describe your specific duties:

Reason for leaving: _____

Why do you wish to work at Porcupine School? _____

What specific skills do you have that make you a good candidate for this position? _____

BACKGROUND INFORMATION

Your answers should include convictions resulting from pleas of nolo contendere (no contest), but omit (1) traffic fines of \$33 or less, (2) any violation of law committed before your sixteenth birthday, (3) any violation of law committed before your eighteenth birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar State law and (5) any conviction whose record was expunged under Federal or State law.

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

1. 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 or charge, place of occurrence and the name and address of the police department or court involved.
() YES () NO

2. Have you ever (1) been arrested for or charged with a crime involving a child, and/or (2) been found guilty of, or entered a plea of nolo contendere or guilty to, any assault, molestation, exploitation, contact or prostitution; or crimes against persons? If yes, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.
() YES () NO

3. During the last ten (10) years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms, or explosive violations, misdemeanors, and all other offenses.) 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

4. Have you been convicted by military court-martial in the past ten (10) years? (If no military services, answer NO). If yes, use additional space to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or 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

6. During the last five (5) years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you barred from Federal employment by the Office of Personnel Management? If yes, use additional space to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.
() YES () NO

7. Are you delinquent on any Federal debt: (Includes any delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans). If yes, use additional space to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.
() YES () NO

AGREEMENT

I CERTIFY THAT ALL ANSWERS GIVEN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE PORCUPINE SCHOOL TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL EMPLOYEMENT, FINANCIAL OR MEDICAL HISTSORY 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 GIVE THEM PERMISSION TO RELEASE ANY INFORMATION REQUESTED BY PORCUPINE YEAR ROUND SCHOOL. IN THE EVENT OF MY EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE.

Signature of Applicant Date

WAIVER OF RIGHT OF ACCESS TO INFORMATION

I HEREBY WAIVER MY RIGHT TO ACCESS TO CONFIDENTIAL STATEMENTS WHICH ARE CONTAINED IN, OR ARE A PART OF MY RECORD, ARE IN THE POSSESSION OF, OR USED BY, THE PORCUPINE SCHOOL, ITS PRINCIPAL AND/OR STAFF. THIS WAIVER, WHICH I UNDERSTAND, I AM NOT OBLIGATED TO SIGN, CAN ONLY BE REVOKED IN WIRTING AND ONLY WITH RESPECT TO CONFIDENTIAL STATEMENTS AND RECOMMENDATINOS PLACED IN MY FILES SUBSEQUENT TO WRITTEN REVOCATION.

Signature of Applicant Date

** Please have a former employer or another person who knows you well and knows your work habits (not a relative) fill out the forms on the following pages.

** Please do not submit original documents (exception of the transcripts) with your application as they **WILL NOT** be returned.