



APPLICATION FOR EMPLOYMENT

DNA-People's Legal Services, Inc.

PERSONAL INFORMATION

Date of Application: _____

Name: _____
Last First Middle Telephone No: _____
 Mobile No: _____

Mailing Address: _____

Alternate Address: _____

U.S. Military Service? _____ Branch _____ Rank _____ Type of Discharge _____

Tribal Affiliation: _____ Census # _____ Email: _____ @ _____

EMPLOYMENT DESIRED

Position Sought: _____ Available Start Date: _____

Have you applied with DNA-People's Legal Services, Inc., before? _____ Dates? _____

Why have you applied for a position with DNA-People's Legal Services? _____

EDUCATION	Institution Name & State	Year Graduated	Degree Earned
High School			
College/University			
Trade/Business School			

EMPLOYMENT HISTORY

List most recent employment first. Include ALL jobs. **IF you are attaching your resume**, it must have these pertinent information to receive credits for your experiences.

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:	Supervisor:	Telephone:
Reason for Leaving:		

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:	Supervisor:	Telephone:
Reason for Leaving:		

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:	Supervisor:	Telephone:
Reason for Leaving:		

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
Reason for Leaving:	Supervisor:	Telephone:

If terminated from any of these positions, please explain: _____

SPECIAL SKILLS & LICENSURE

Indicate PRIMARY Language spoken? _____ Typing Speed _____ WPM

Professional licenses/certificates (attach copy): _____

Computer Skills _____

Additional skills and information regarding the career you wish to bring to the employer’s attention: _____

REFERENCES (Persons not related to you, whom you have known for at least one year)

	Name	Email Address	Telephone number	Occupation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name _____ Relationship _____

Address _____ Telephone No _____

Other Telephone No: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant _____ Date _____

Equal Employment Opportunity, American with Disability, and Navajo/Native Preference

Disclosure and Authorization for Background Investigation

I understand that in connection with my application for employment (including contracts for service), DNA-People's Legal Services (DNA) will use an outside agency to research and verify information I have provided. I hereby authorize DNA and/or entity directed by DNA prior to or at any time after my employment commences to obtain a consumer report for employment purposes. I understand this consumer report may include inquiries regarding my work history; court records, including criminal conviction records, as permitted by law; driving history; verifications of Social Security number; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to DNA or other entities that obtains information for DNA. I further fully release DNA, its employees, officers, directors, agents, successors and assigns, and all other parties involved in the investigation, from any claim or action for any liability whatsoever related to the process or results of the background/reference investigation.

I understand results of my background check may be used in determining whether to make me an offer of employment and other employment decisions, and that the Disclosure Authorization is not an offer for employment by DNA or a contract with DNA. I further understand that no representative of DNA other than the Executive Director, has the authority to enter into any agreement for employment for any specified period of time, or to otherwise alter DNA's At-Will Employment Policy.

COMPLETE ALL INFORMATION REQUESTED TO AVOID DELAYS IN YOUR HIRE

Last Name _____ First _____ Middle _____

Maiden/Other Names _____ Month/Years Used _____

Social Security Number _____ Place of Birth _____

Driver's License or ID Number _____ State _____

FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)

Your Addresses within the Past Seven Years (use a separate sheet as needed)

1. _____ Dates From _____ To _____
2. _____ Dates From _____ To _____
3. _____ Dates From _____ To _____
4. _____ Dates From _____ To _____
5. _____ Dates From _____ To _____
6. _____ Dates From _____ To _____

CONSENT FORM

I hereby authorize DNA-People's Legal Services, Inc., to receive any criminal history record information pertaining to me which may be in the files of any State or local criminal justice agency in North America.

Signature _____

(Month/Day/Year)

Equal Employment Opportunity Information Self Identification

New Hire EEO-1 Data Sheet

Please complete this New Hire EEO-1 Data Sheet. It will supply us with information we need for federal reporting obligations. Please be advised that this information will be used and kept confidential, in accordance with applicable laws and regulations. This information will not be used as the basis for any adverse employment decision.

Name _____ Social Security # (last 4 digits) _____
Last First Middle

EEO-1 Self-Identification

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and separate from personnel files. It may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Please check the EEO Identification Group that best applies to you:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- OR -

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.

Gender: Male Female

Signature _____

Date _____

If you should have any questions regarding this form, please contact Human Resources.