

**GILA RIVER INDIAN COMMUNITY UTILITY AUTHORITY
EMPLOYMENT APPLICATION
6636 W. Sundust Road, Box 5091, Chandler, AZ 85226**



Instructions: Please fill out this application completely and accurately. Print all responses except your signature.

PERSONAL INFORMATION

Applying for (position): _____

Social Security Number: **XXX- XX-** _____

Name: _____
(Last) (First) (Middle)

Mailing Address: _____
(PO Box) (City) (State) (Zip Code)

Home Address: _____
(Street Address) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email: _____

- Are you 18 years or older? Yes No
- If hired, can you provide written proof that you are authorized to work in the United States?
(Some examples of proof are driver's license with Social Security card, U.S. Passport,
Certificate of U.S. Citizenship, or Alien Registration Receipt Card with photo.) Yes No
- Do you have any relatives working at GRICUA? Yes No
If yes, list relationship/name of employee: _____
- Have you been convicted of a felony? Yes No
If yes, please explain: _____
(Please note that a conviction does not necessarily bar you from employment consideration.)
- Have you ever applied to or been employed by us before? Yes No
If yes, when? Applied: _____ Worked: _____
- Are you able to perform the tasks of the position for which you are applying with or without accommodation?
 Yes No
If no, how would you perform these tasks and with what accommodation? _____

AVAILABILITY

- What is your current work status?
 Employed On Layoff Status and Subject to Recall Unemployed
- In what type of work are you interested? Check any that apply:
 Full-Time Part-Time Temporary Overtime Weekends
- If employed, do you have reliable transportation to and from work? Yes No
- On what date would you be able to start work? _____

DRIVING PERSONAL VEHICLE ON JOB

If the position for which you are applying requires that you drive your own vehicle while on the job, please answer below. Otherwise, skip and proceed to next section.

- Do you have a valid driver's license? Yes No
If yes, please record your driver's license number and state issued: _____
- If hired, can you provide proof of current vehicle insurance? Yes No
- If hired, are you willing to provide a current MVD (Motor Vehicle Division) report? Yes No

GRICUA EMPLOYMENT APPLICATION (CONTINUED)

TRIBAL EMPLOYMENT INFORMATION

In compliance with Tribal employment guidelines, please complete the information below.

- Are you an enrolled member of the Gila River Indian Community or a Native American enrolled in another federally recognized tribe? Yes No
 If yes, please attach documentation: Enrollment Number _____ and Bureau of Indian Affairs Form 4432—Verification of Indian Preference for Employment. Please note that Form Op-612 does not apply here.
- Are you or a spouse a Gila River Community Member? Yes No
- Do you reside on the Gila River Reservation? Yes No
- Do you speak the O’odham or Pee Posh language? Yes No

EDUCATION AND TRAINING (Include training in the military if applicable to position.)

Provide the following information regarding your education and training.

Type	School Name/Address	Years (#) that You Completed	Degree/ Diploma	Major Course of Study
High School				
College				
Trade or Technical				
Other				

Other Certificates, Licenses, or Apprenticeships:

KNOWLEDGE/SKILLS/EQUIPMENT OPERATED

Place a check mark and complete to indicate your specific knowledge, skills, or experience in the following:

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Fax | <input type="checkbox"/> Electrical Codes | <input type="checkbox"/> Billing | <input type="checkbox"/> PC | <input type="checkbox"/> Forklift |
| <input type="checkbox"/> Photocopier | <input type="checkbox"/> Drafting Equipment | <input type="checkbox"/> Filing | <input type="checkbox"/> CAD | <input type="checkbox"/> Order Picker |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Reading Blue Prints | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> AM/FM/GIS Technology | <input type="checkbox"/> Straight Truck |
| <input type="checkbox"/> 10-key | <input type="checkbox"/> Reading Maps | <input type="checkbox"/> Cashier | <input type="checkbox"/> Word | <input type="checkbox"/> Tractor and Semi-Trailer |
| <input type="checkbox"/> Switchboard | <input type="checkbox"/> PPE | <input type="checkbox"/> Payroll | <input type="checkbox"/> Excel | <input type="checkbox"/> Bucket Trucks |
| <input type="checkbox"/> Transcription Machine | <input type="checkbox"/> NESC | <input type="checkbox"/> FERC/RUS Accounting | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Other Heavy Equipment & Material Handling: |
| <input type="checkbox"/> Two Way Radio | <input type="checkbox"/> Hot Stick | <input type="checkbox"/> Dispatching | <input type="checkbox"/> Other Software: _____ | _____ |
| <input type="checkbox"/> Data Entry WPM: _____ | | | _____ | _____ |
| <input type="checkbox"/> Typing WPM: _____ | | | _____ | _____ |
| <input type="checkbox"/> Other: _____ | | | | <input type="checkbox"/> Power Tools: _____ |
| | | | | _____ |

REFERENCES (Do not include immediate family members or relatives residing in your household.)

Name	Address	Phone	Occupation	Years Known
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

EMPLOYMENT HISTORY (Include military experience if within time frame.)

Account for all time for the past 10 years, whether working or not. START WITH YOUR MOST RECENT EXPERIENCE and work backwards. Give complete information. If self-employed, give firm name. Attach additional sheets if necessary. If you are applying for a position requiring a Commercial Driver License (CDL) then please place a check mark in the FMCSR column if you were subject to the Federal Motor Carrier Safety Regulations while employed. Likewise, place a check mark in the DOT Drug column if your job was designated as a safety sensitive function in any DOT-regulated mode and subject to the drug and alcohol testing requirements of 49 CFR Part 40.

Employer Name/Address	Supervisor Name/Phone #	Date Started/Date Left	Rate of Pay When Started/Left	Title of Last Job/Duties/Reason for Leaving	F M C S R	D O T D R U G

- May we contact your current employer for a reference? Yes No

CDL DRIVERS ONLY

If the position for which you are applying requires that you have a CDL, please answer below. Otherwise, skip and proceed to the next section.

- Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No
- Has any license, permit, or privilege ever been suspended or revoked? Yes No
- List states in which you operated vehicles requiring a CDL:

- List special courses or training that will help you as a driver:

- Which safe driving awards do you hold and from whom?

- Date of Birth (Month/Day/Year): _____ (As required by DOT)

List drivers licenses held in past 3 years. **This must be shown:**

State	License No.	Class	Endorsement(s)	Expiration Date

List home addresses (Street/Apartment Number, City, and Zip Code) for the past 3 years.

1. _____
2. _____
3. _____

CDL DRIVERS ONLY (Continued)

Accident record for past 3 years. If none, write none.

Dates	Nature of Accident (Head-on, Rear-ended, etc.)	Fatalities	Injuries	Hazardous Material Spill
Last Accident				
Next Previous				
Next Previous				
Next Previous				

Traffic Convictions for past 3 years (other than parking violations): If none, write none.

Location	Date	Charge	Penalty

APPLICANT AUTHORIZATION, RELEASE, AND STATEMENT

I understand that this application is not a contract of employment and will be active for a period of 90 days. After that, if I wish to be considered for employment, I must submit a new application.

I understand that GRICUA will make any investigation of my background as necessary and verify information given on this application, related papers, and in interviews. I authorize schools, former employers, except my current employer if so noted and former supervisors to provide any and all information related to my work and personal history and hereby release those providing such information from any liability for doing so.

I understand that employment, if offered, is contingent upon my providing proof that I can legally work in the United States. I understand that Gila River Indian Community Utility Authority (GRICUA) is a drug free workplace and reserves the right to enforce drug testing for marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP) for pre-employment based on the job for which I am hired. In addition, I understand GRICUA may conduct drug/alcohol testing including testing for illegal use of prescribed drugs at any time on a general, random follow-up, post-accident, or for cause basis during my employment. Failure of such drug/alcohol tests may result in rejection of my application or termination of my employment with GRICUA.

I understand that should I accept an offer of employment from GRICUA my employment during the orientation period will be "at-will". This means that either GRICUA or I may terminate my employment at any time, for any or no reason whatsoever, with or without good cause, and without liability. I understand that I should not rely on any oral or written statement contrary to my "at-will" employment status.

I certify that the information given by me in this Employment Application is true and complete. I understand that any falsification, misrepresentations, or material omissions will be sufficient for dismissal or refusal of employment.

For CDL positions:

I understand that information I provide regarding current and/or previous employers may be used, and those employers will be contacted for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). For that information, I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for these previous employers to resend the corrected information to the prospective employer(s); and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

I have read all the above, understand its content and meaning, and voluntarily and freely agree to all of its provisions.

Your Signature: _____ Date: _____

OFFICE USE ONLY (APPLICANTS, PLEASE DO NOT WRITE BELOW)

Interviewed by: _____ Date: _____ References Checked by: _____
 Drug Test Results/Background Check (If Job Requirement): ____/____ MVD Check (If Job Requirement): _____
 Check One: Offer Extended on: _____ No Offer (Reason): _____
 Starting Date: _____ Pay Rate: _____ Job Title: _____
 Other Commitments: _____
 Approved by: _____ Date: _____