
APPLICATION FOR EMPLOYMENT

Richfield Residential Hall
765 West 1st Avenue
Richfield, Utah 84701
Phone: (435) 896-6121
Fax: (435) 896-6157
Website: www.richfielddorm.org

**THANK YOU FOR YOUR INTEREST IN RICHFIELD RESIDENTIAL HALL (RRH)
PROCEDURES ARE OUTLINED BELOW TO ASSIST YOU IN THE APPLICATION PROCESS.**

1. APPLICATION FORM

- The application form must be fully completed and notarized, even if a resume is submitted.
- If you FAX a copy of the application form to the **human resource** office, it is still necessary to submit the original application with your original signature on the back page.
- Consideration for employment cannot be given until the fully completed application and required supporting materials are returned to the human resource department.
- The RRH cannot accept any type of personal photos for inclusion in an applicant's file, including a copy of your driver's license.
- It is suggested that applicants retain a copy of their application for future reference.
- Applications not meeting the minimum requirements OR are not complete WILL NOT be considered.

2. LETTERS OF REFERENCE/RESUME/DEGREE

- **All Applicants** must submit a resume, a letter of interest, a minimum of three individual signed letters of recommendation and copies of each degree earned.
- Once submitted, all materials including reference letters, resumes, and placement files are considered confidential and the property of Richfield Residential Hall. They will not be released to the applicant or third parties. (Administration department cannot make copies for applicants.)
- Hiring is contingent upon results of confidential reference checks with Utah Department of Public Safety, Navajo Nation Police Department and Utah Bureau of Criminal Identification / State and Federal background investigations.
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3. TRANSCRIPTS

Unofficial transcripts will be accepted for review of an application. However, transcripts must be on file upon recommendation for hire. The transcripts must show course work, hours and grades.

- It is the applicant's responsibility to ensure that the application form, transcripts, resume, reference letters, and a copy of required certificates are on file with the Administration Office.

• CERTIFICATION

If applicable, submit a photocopy of all valid certificates to the Administration Office. Certificates must be properly recorded. Applicants must also provide additional certification required for the position e.g. First Aid/CPR certification, etc.

4. **RETENTION OF APPLICATIONS**

- **Administrative and Professional Non-Teaching applications are kept only for the specific recruitment.** New applications are required for **each** subsequent professional opening.
- All other applications will be retained on active status for six (6) months.

5. **IMMIGRATION LAWS**

Immigration laws require that we employ only those individuals authorized to work in the United States. Candidates must submit required documents if they are recommended for hire.

6. **BACKGROUND INVESTIGATION**

In an effort to continue to provide a safe environment for the children and employees of Richfield Residential Hall, any individual recommended for employment with Richfield Residential Hall, will undergo a background investigation, prior to finalization of employment. The background investigation includes a criminal background check by the Navajo Nation Police Department in Window Rock, Arizona, a submission of a valid Utah Bureau of Investigation Fingerprint Clearance Card, and, a federal background investigation with fingerprinting. All the State & Federal Background clearance procedures must be adhered to before an employee contract is issued.

7. **INTERVIEWS**

When all application requirements are complete, sites/departments with posted vacancies will also screen applications. Should your application be selected, you will be invited to interview.

If you require additional information regarding employment with Richfield Residential Hall, feel free to contact the Administration Office at the information listed at the beginning of this application packet.

8. **INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Certificate of Indian Blood must be submitted with the application if claiming Indian Preference. Consideration will be given to Non-Indian applicants in the absence of qualified Indian Preference eligible.
9. **EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factors.

POLICY NOTIFICATION STATEMENT

It is the policy of RRH not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, political affiliation, or veteran status in its educational programs, activities or employment policies. If you have a special need, reasonable accommodations will be made to accommodate you in the application process and in your employment with RRH, should you be awarded a position. Inquiries regarding compliance with any of the above may be directed to RRH Human Resources using the information listed at the beginning of this application packet. Equal Opportunity Employment Act vs. Navajo Nation Employment Preference Act issue.

APPLICATION FOR EMPLOYMENT

Please Print

Richfield Residential Hall complies with the Navajo Nation Preference Law and other applicable requirements of Equal Employment Opportunity. Race, color, religion, age, sex, disability, marital status, place of national origin and other categories protect by law are not factors in employment, promotion, compensation or working conditions. Please notify the Administration department should you require reasonable accommodation to the application and/or interview process.

Notice to Applicant: The Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code 13041), requires that employment applications for child care position have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment.

Application Date: _____ Date Available for Work: _____

Position you are applying for? _____

Do you have the legal right to accept employment in the United States? Yes No

If no, have you applied for work authorization? Yes No

Are you currently under contract with another company? Yes No

If yes, Where? _____ Contract end date: _____

I. BIOGRAPHICAL INFORMATION

Social Security # _____ Date of Birth: _____

Driver's License # _____ Expiration Date: _____ State: _____

Name _____
Last First Middle

Other names that may appear on application materials _____

Current address _____
Street City State/Zip

Permanent address _____
Street City State/Zip

Phone: _____ Email Address: _____

May we contact you at work? Yes No Work Phone Number: _____

If Yes, when is the best time to call? _____ AM/PM

II. INDIAN PREFERENCE (if you claim Indian Preference you will be required to submit a copy of your certificate of Indian Blood upon commencement of employment).

1. Do you claim Indian Preference? Yes No

2. Do you claim Navajo Preference? Yes No

3. If yes, please indicate TRIBAL AFFILIATION _____

4. If yes, please indicate TRIBAL CENSUS NUMBER _____

III. CERTIFICATIONS/ENDORSEMENT

Type of Certification (complete if applying for a certified teaching or administrative position; a copy of all certifications is required before commencement of work).

Certification: _____ Type: _____ Exp. Date: _____

Certification: _____ Type: _____ Exp. Date: _____

Certification: _____ Type: _____ Exp. Date: _____

Certification: _____ Type: _____ Exp. Date: _____

List any endorsement(s):

IV. EDUCATIONAL BACKGROUND Begin with where you received your high school diploma.

Institution	City & State	Degree	Start Date	End Date	Major	Minor	GPA

List other educational training(s) or certification(s) that you would like to be considered.

Computer/Software Skills (Name of software or program used and years of experience)

V. WORK EXPERIENCE (Must be completed even if a resume is submitted.)

List all employers, including telephone numbers and addresses, over the past five (5) years, with the most recent first. If you need additional space, please attach additional pages. List any teaching experience.

Dates From/To	Employer's Name & Address	Supervisor/Telephone Number	Reason for Leaving	Position/Title

Have you ever quit from any of your previous employment? Yes No

If yes, why?

Explain any gaps in employment within the past five (5) years: _____

IX. ADDITIONAL INFORMATION

1. Do you have a physical condition which may limit your ability to perform the job for which you are applying?
 Yes No
2. If you answered yes to question 1, will you need reasonable accommodation to perform the essential functions of the job for which you are applying?
 Yes No
3. Do you have any relatives in the Department for which you are applying (Residential, Kitchen, etc.)?
 Yes No If yes, who? _____
4. Will you travel if the job requires it?
 Yes No
5. Will you work overtime if required?
 Yes No
6. Are you able to meet the attendance requirements of the position?
 Yes No
7. Have you ever been bonded?
 Yes No
8. If you answered yes to question 7, for how much? _____, and the circumstances (i.e., when and where)?

X. BACKGROUND INFORMATION

1. Have you **ever** been arrested for, charged with or convicted of, been imprisoned, been on probation, or been on parole for any offense(s)? Include all offenses where you have been convicted of, admitted to, or entered a plea of Nolo Contendere or such similar plea to, found guilty or are you awaiting trial for any crime. (Leave out traffic fines of less than \$150.00.) You must answer “Yes” even if the matter was later dismissed, deferred, vacated or expunged.
 Yes No
2. Are you now under charges or awaiting trial for any violation of law?
 Yes No
3. Have you ever been arrested for or charged with a crime involving a child, a sex crime or a drug felony? You must answer “Yes” even if the matter was later dismissed, deferred, vacated or expunged.
 Yes No
4. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending?
 Yes No
5. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?
 Yes No

6. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felony or misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against person; or offenses committed against children?
 Yes No
7. In the last 5 years have you illegally used any controlled substance, for example: marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or illegally used prescription drugs?
 Yes No

If any of the above statements have been answered "yes," please explain (you may attach additional sheets of paper if necessary): _____

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered. Please note that any false statement in this section or anywhere else on this application will result in denial of employment. Your application will be checked against your Utah BCI Fingerprint Clearance Card, an investigation of your driving record to be conducted by the RRH's insurance carrier, a criminal background check to be conducted by the Navajo Nation Police Department, Utah BCI and Federal background check.

*What are your salary requirements? _____

XI. SUPPORTING DOCUMENTS

Applications must include:

1. A current resume
2. Letter of interest
3. Legible copies of official (stamped and sealed) transcripts.
- Unofficial copies may be submitted but official documents must be submitted upon hire.
4. Three letters of professional recommendation letters.
5. Copy of a valid driver's license

If applicable, submit copies of the following items with your application:

1. Copy of your current Teaching Certificate(s).
2. Copy of your Certificate of Indian Blood for Navajo/Indian Preference.

APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE APPLICATION IS COMPLETE AND SUPPORTING DOCUMENTS HAVE BEEN SUBMITTED AS DIRECTED HEREIN.

XII. ORIGINAL STATEMENT

In your own handwriting, write a brief statement explaining why you chose the position you are applying for.

UNDER OATH AND PENALTY OF PERJURY, I SWEAR THAT I HAVE FULLY AND TRUTHFULLY ANSWERED ALL OF THE QUESTIONS IN THIS APPLICATION AND ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS THE TRUTH. I UNDERSTAND THAT A FALST OR FRAUDULENT ANSWER TO ANY QUESTION OR ITEM ON ANY PART OF MY EMPLOYMENT APPLICATION, BACKGROUND INVESTIGATION QUESTIONNAIR OR ATTACHMENTS MAY BE GROUNDS FOR NOT HIRING ME, OR FIRING ME AFTER I BEGIN WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT.

Applicant's Signature

Date

NOTIFICATION/AFFIDAVIT/SIGNATURE

CONSENT TO CONDUCT BACKGROUND INVESTIGATIONS, CRIMINAL BACKGROUND CHECK AND RELEASE OF INFORMATION

I, _____ [Applicant's name], have applied for employment with **Richfield Residential Hall**, (hereinafter "RRH") to work as a _____ [Job Title]. My Social Security Number is: _____.

Employees at RRH are subject to the following federal and tribal laws:

1. The Indian Child Protection and Family Violence Prevention Act (P.L. 101-630) states that all Indian tribes which are contract or grant recipients under the Indian Self-Determination and Education Assistance Act or Tribally Controlled Schools Act of 1988 are subject to investigation and minimum standard requirements, and that character investigations are a federally mandated requirement.
2. The Crime Control Act of 1990, Child Care Worker, Employee Background Checks (P.L. 101-647) states that each agency of the Federal Government and every facility operated by the Federal government (or operated under contract with the federal government), that hires (or contracts for hire) individuals involved with providing child care services to children under the age of 18 shall assure that all existing and newly hired employees undergo a Criminal History Background check.
3. The Navajo Nation Privacy Act, Title 2, which states that a protected record includes some employment records. This release is the written permission to release those records to RRH for the sole purpose of a background investigation.

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, or if any false information is furnished, RRH will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by RRH I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for RRH to determine my eligibility, qualifications and suitability for employment RRH will conduct a background investigation before I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my education training, experience, qualifications, job performance, professional conduct, and evaluations; as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable), and similar information.

Personnel employed by the RRH shall certify that they are not awaiting trial on and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the criminal offenses listed in RRH Policy on the Navajo Nation or similar offenses in any other State or jurisdiction. It is a violation of RRH for a person seeking employment with RRH to fail to give notice of conviction of a dangerous crime against children such as those listed in RRH Policy.

Employment with RRH is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) submission of a valid Utah Department of Public Safety Fingerprint Clearance Card, (c) a criminal background check conducted by the Navajo Nation Police Department, (d) a background check conducted by a security clearance company chosen by RRH (e) if applicable, an investigation of your driving record to be conducted by RRH insurance company, and is subject to (f) the policies and regulations of RRH (g) submitting documentary proof of authorization to work in the United States, (h) and, if required, proof of appropriate certification/licensing and/or Indian Blood. Employment will not be finalized until all requirements have been met to the satisfaction of RRH. Misrepresentation or omission of pertinent facts may be just cause for termination. Parties providing this information will be released from any liability in connection with reference and background checks made by RRH.

Under penalty of prosecution and termination, I hereby swear and certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of RRH.

I forever release, fully discharge, and agree to indemnify, defend and hold harmless RRH and their respective officers, employees, Board members, volunteers, representatives and agents from any and all claims, causes of action, responsibility, liability, damages, loses, costs and expenses of any nature related directly or indirectly to performing such investigations and criminal history checks and using and relying on any information obtained there from. Additionally, I forever release, fully discharge, and agree to indemnify, defend and hold harmless any current or former employer or education institution, and any officer, employee, volunteer, representative or agent thereof, the furnishes written or verbal information about me from any and all claims, causes of action, responsibility, liability, damages, losses, costs and expenses of any nature related directly or indirectly to furnishing such information.

Copies or facsimiles of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with Richfield Residential Hall, whichever is sooner.

Applicant's Signature

Date

Applicant's Printed Name

Supplemental Questionnaire

Full Name: _____ Social Security Number: _____ (please print)

Position Title: _

Today's Date: _

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Richfield Residential Hall and my rights to challenge the accuracy and completeness of any information contained in the report.

Employee/Applicant's Signature

Date