

OVCDC EMPLOYMENT APPLICATION

Date of Application: _____

Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Cellular/Other Phone:	Email Address:

GENERAL INFORMATION

Position applied for: _____	
Location of position: _____	
Date available to start work: _____	
Do you have relatives employed by OVCD? If yes, please list names and relationships: _____	
Do you possess a valid driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please list State, driver's license number and class: _____	
Are you at least 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a U.S. citizen, do you have the right to work in the U.S.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of a crime within the last seven years? (NOTE: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please identify the charge, the court, the date of the conviction, and the disposition of the case: _____	
Have you ever applied for a position with or worked for OVCD before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, specify dates From: _____ To: _____	
and position(s): _____	

EDUCATION

	Name of School and Address	Major	No. of Years Completed	Did you Graduate?
High School				
College				
Trade School				
Other Training				

Are you an enrolled member of a Federally-recognized tribe? Yes No

If yes, can you provide proof of such enrollment? Yes No If yes, please attach.

Are you claiming hiring preference under any provision of a Tribal Employment Rights Ordinance (Bishop and Big Pine applicants only)? Yes No

If yes, what TERO preference designation are you claiming (Bishop and Big Pine applicants only)?

If yes, what proof can you provide to support the TERO preference designation you are claiming (Bishop and Big Pine applicants only)?

How did you find out about this position? Please be specific.

If from another OVCD employee, please state name:

Native American Indian preference shall apply to all positions at OVCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances (TEROs), and other relevant laws.

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years, beginning with your current job. You may include volunteer activities.

Name of Employer:	From Month Year	To Month Year
Address:	Telephone:	Starting: Pay
Position:	Supervisor:	Final:
Description of Duties:		
Reason for Leaving (Be Specific):		
Name of Employer:	From Month Year	To Month Year
Address:	Telephone:	Starting: Pay
Position:	Supervisor:	Final:
Description of Duties:		
Reason for Leaving (Be Specific):		
Name of Employer:	From Month Year	To Month Year
Address:	Telephone:	Starting: Pay
Position:	Supervisor:	Final:
Description of Duties:		
Reason for Leaving (Be Specific):		

If you need additional space, please continue your response on a separate page.

Please identify and explain all periods of unemployment in excess of one month during the past 10 years:

Period of Unemployment:

From:

To:

Reason for Unemployment

To assist us to check records and to verify prior employment and education, please indicate whether you were ever employed or enrolled in a school under a name other than that used on this application:

Yes No

If yes, please specify the name you were employed or enrolled under:

If you are employed now, may we contact your current employer?

Yes No

Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations?

Yes No

Please list any job-related professional, trade, business or civic activities, organizations and associations. (You may omit those which indicate race, color, religion, national origin, ancestry, sex, age, or the existence of a disability):

Please provide the names, addresses, and telephone numbers of at least two references who are not related to you:

Person to be contacted in the event of an accident or emergency:

Name: _____

Address: _____

Telephone: _____

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by OVCDL unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom OVCDL contacts, to provide OVCDL with any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to OVCDL as well as from any use or disclosure of such information by OVCDL or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of OVCDL. *I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of OVCDL. I understand that no employee or representative of OVCDL, other than its Executive Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. Further, the Executive Director may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the Executive Director and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral, written, or collateral agreements regarding this issue.*

I also understand that all offers of employment are conditioned on OVCDL's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. Offers of employment are also conditioned on the satisfactory completion of a background investigation and drug testing.

I also understand OVCDL has a mandatory COVID-19 vaccination policy and all employees are required to show proof of vaccination within 30 days of employment.

Signature of Applicant

Date