



# Caddo Nation

PO Box 487  
Binger, Oklahoma 73009  
Ph.: (405) 656-2344 or (405) 656-2345  
Fax: (405) 656-2892

## APPLICATION FOR EMPLOYMENT

(PLEASE USE BLACK INK)

### PERSONAL INFORMATION

TODAY'S DATE: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

SSN#: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

TRIBAL PREF.: Y \_\_\_ N \_\_\_ VET. PREF.: Y \_\_\_ N \_\_\_ DISABILITY: Y \_\_\_ N \_\_\_

TRIBAL AFFILIATION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

TELEPHONE# HOME: ( ) \_\_\_\_\_ WORK/MSG: ( ) \_\_\_\_\_

VALID DRIVER'S LICENSE: Y \_\_\_ N \_\_\_ STATE: \_\_\_\_\_ D.L.# \_\_\_\_\_

### EMPLOYMENT DESIRED

POSITION: \_\_\_\_\_ START DATE: \_\_\_\_\_ SALARY RANGE: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? Y \_\_\_ N \_\_\_

Have you ever been convicted of a felony or misdemeanor? If so, are you on supervised or unsupervised probation?  
Do you have any pending criminal charges against you? NOTE: A yes answer may not disqualify you for  
employment. Y \_\_\_ N \_\_\_ If yes, please explain: \_\_\_\_\_

HAVE YOU BEEN EMPLOYED BY THE CADDO NATION BEFORE: Y \_\_\_ N \_\_\_

IF YES, PLEASE PROVIDE DATES BELOW:

	EMPLOYMENT DATE	POSITION	SALARY	REASON FOR LEAVING
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**FORMER EMPLOYERS:**

DATES: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

TITLE/SALARY: \_\_\_\_\_

DUTIES: \_\_\_\_\_

DATES: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

TITLE/SALARY: \_\_\_\_\_

DUTIES: \_\_\_\_\_

DATES: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

TITLE/SALARY: \_\_\_\_\_

DUTIES: \_\_\_\_\_

*(YOU MAY USE AN ADDITIONAL SHEET OR YOU MAY ATTACH A RESUME)*

**EDUCATION:**

HIGH SCHOOL NAME/LOCATION: \_\_\_\_\_

YEARS: \_\_\_\_\_ GRADUATED: Y \_\_\_ N \_\_\_ MAJOR: \_\_\_\_\_

COLLEGE NAME/LOCATION: \_\_\_\_\_

YEARS: \_\_\_\_\_ GRADUATED: Y \_\_\_ N \_\_\_ MAJOR: \_\_\_\_\_

VO-TECH NAME/LOCATION: \_\_\_\_\_

YEARS: \_\_\_\_\_ GRADUATED: Y \_\_\_ N \_\_\_ MAJOR: \_\_\_\_\_

OTHER NAME/LOCATION: \_\_\_\_\_

YEARS: \_\_\_\_\_ GRADUATED: Y \_\_\_ N \_\_\_ MAJOR: \_\_\_\_\_

**REFERENCES: (LIST THREE NAMES NOT RELATED TO YOU)**

NAME/ADDRESS: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

YEARS KNOWN: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

YEARS KNOWN: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

BUSINESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

YEARS KNOWN: \_\_\_\_\_

**NOTICE AND ACKNOWLEDGMENT**  
**(IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT)**

**NOTICE REGARDING BACKGROUND INVESTIGATION**

Caddo Nation of Oklahoma may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates, as well as past employment information in compliance with regulations of the U. S. Department of Transportation (DOT), including 49 CFR Part 40 and 49 CFR Part 382, regarding DOT drug and alcohol testing results from past employers. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by PreHire Screening Services LLC, 1201 Sovereign Row, Oklahoma City, OK 73108, 1-(866) 405-4473. The scope of this notice and authorization is all-encompassing, however, allowing Caddo Nation of Oklahoma to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting PreHire Screening Services LLC directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by PreHire, another outside organization acting on behalf of Caddo Nation of Oklahoma and/or Caddo Nation of Oklahoma itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

- Oklahoma applicants or employees only: I request a copy of any credit report requested on me. (Check box)
- Minnesota applicants or employees only: I request a copy of any consumer report requested on me. (Check box)

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

*The following is for identification purposes only to perform the background check and will not be used for any other purpose:*

DATE \_\_\_\_\_ PRINT LEGAL NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
Date of Birth (For Background Purposes Only)

\_\_\_\_\_  
Drivers License Number State \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses (Last 7 years): \_\_\_\_\_

\_\_\_\_\_  
Any other names I have been known by (including maiden name): \_\_\_\_\_

\_\_\_\_\_

- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identify theft victims and active duty military personnel have additional rights. For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3593
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20562 800-842-8929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2838 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051