



Lac Courte Oreilles Housing Authority
13416 W Trepania Road
Hayward, WI 54843
Phone (715) 634-2147
Fax (715) 634-5692

JOB APPLICATION

Application Form. Applicants for employment are required to submit an application form, which will include without limitation:

- (a) Signature for permission to perform a background and reference check.
- (b) Driving record and insurance information (if applicable).
- (c) Letter of Interest.
- (d) Resume.
- (e) Proof of any stated qualifications.
- (f) Letter of recommendation.
- (g) Documentation of hiring preferences (see page 3 of application – Hiring preferences).

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APPLICATION FOR EMPLOYMENT

Instructions: Complete all information. *Please print.*

Name _____

Do you meet the minimum age requirement? Yes ___ No ___

Daytime telephone number _____

Address _____

Position Applied For _____

Would you accept full-time work? _____ Would you accept part-time work? _____

On what date would you be available for work? _____

Have you ever been employed here before? _____ Date _____

Training or skills that would be of special benefit in the job for which you are applying
 (such as machine operation, languages, etc.) _____

Date Stamp

For Office Use Only

Hire Date _____

Position _____

Rate _____

Notes _____

By _____ (initial)

Attachments:

Educational Background

School	Name and Location	Course of Study or Training	Did you graduate?	Degree or Diploma
High School				
College				
Graduate School				
Vocational Training				
Other				

Personal Reference

Please identify three individuals, other than family or previous employers, who have known you for at least one year.

Name	Phone	Address

Additional Information

To the applicant: Read this section carefully before answering any of the questions. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal law also prohibits other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, or participation in union activities. However, the Indian Self-Determination and Education Assistance Act (25 USC § 450; and the Indian Housing Regulations, 24 CFR Part 950.175(c) require the IHA to give preference to Indians in employment and training. Answer only those questions you believe to be needed for a legally permissible reason.

1) Do you have a written job description available which includes the essential job functions of the position for which you have applied? _____ 2) Are you able to perform each of the essential job functions listed for this position with or without accommodation? _____ 3) If the job can be performed with an accommodation, please describe how you would perform the functions and with what accommodations. _____

Hiring Preferences. The LCOHA will utilize the following preference ranking when considering an applicant for employment. ***It is the responsibility of the applicant to provide the necessary documents listed below for the purpose of obtaining preferences:***

- (1) Indian preference (will apply preference in the following order when there are two or more candidates that meet the job qualifications);
 - (a) Members of the Lac Courte Oreilles Tribe,
 - (b) Members of other Federally Recognized Tribes with a dependent or dependents who are members of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians,
 - (c) Members of other Federally Recognized Tribes,
 - (d) Non-members with a dependent or dependents who are members of the Lac Courte Oreilles Band of Lake Superior Chippewa Indians,
 - (e) All Others.
- (2) Veteran preference (Applicant must provide a Veterans Administration form DD214);
- (3) Current tenants of LCOHA (Applicant must provide a copy of a current signed lease with the LCOHA showing tenancy);
- (4) Former employees of LCOHA whom left in "good standing" and whose separation was not as a result of disciplinary action or an agreement in lieu of disciplinary action which would have otherwise resulted in termination.

Background Investigations are performed prior to applicant screening.

Have you ever been convicted of a felony? Yes No If Yes, where and when: _____

(Valid Driver's License and Insurability will be verified as part of the screening process)

Do you have reliable transportation? Yes No

Do you have a valid Drivers License? Yes No Drivers License #: _____

Do you have Vehicle Insurance? Yes No If Yes, Auto Insurance Co. _____

Thank you for your interest in our company.

To the best of my knowledge the information contained within this application is true. I understand that if hired, I will: (1) have the right to terminate my employment at any time and the company will have a similar right; (2) abide by the Personnel Policies of the Housing Authority; and (3) work on projects assigned, even though they may not conform to the posted job description.

I authorize the companies, schools, and persons named in this application to give any information requested regarding my employment, character, and qualifications, and release and hold harmless the Lac Courte Oreilles Housing Authority and the companies, schools and persons from any and all liability.

Applicant signature

Date

Authorization for Release of Information

I, _____, hereby empower the Lac Courte Oreilles Housing Authority to obtain criminal background history record information for the purpose of employment background investigations.

DATE: _____ SIGNATURE: _____

INFORMATION NEEDED TO CONDUCT BACKGROUND CHECK:

Full Name (including middle initial): _____

Maiden, former or alias name: _____

Race: _____

*Date of Birth: ____/____/____

Mo Day Year

*(Your date of birth is required in order for the check to be performed. It is not used for any other purpose.)

Social Security #: _____

Driver's License#: _____

Present Address: _____

Previous Address: _____

