

**LOCATION:**

909 Packerland Drive  
Green Bay, WI 54303

**WEBSITE:**

www.oneida-nsn.gov

**EMAIL:**

HRD \_ Jobs@oneidanation.org



A good mind. A good heart. A strong fire.

**MAILING ADDRESS:**

PO Box 365  
Oneida WI 54155-0365

**PHONE:**

(920)496-7900

**FAX:**

(920)496-7490

## **APPLICATION FOR EMPLOYMENT**

Answer all questions completely. Incomplete applications may be rejected. \*\*Any application received after the closing date will not be considered.\*\*

**A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION APPLIED FOR.**

How did you hear about this position?    Oneida Web Page    Twitter    LinkedIn    Facebook    Other

☐ **Transfers/Promotion** Please check here to be considered as a transfer/promotion applicant. You must be a regular employee, have one consecutive year of service as a regular status employee and apply within the first five days of posting. Transfer/promotion applicants must notify their supervisors that they applied. Supervisors may require you to serve in current position until a replacement can be found.

**Position Applying For:** \_\_\_\_\_ **Job #:** \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Last) (Full Middle) (Suffix ex. Jr, III)

Gender: ☐ M ☐ F    Email Address: \_\_\_\_\_ **Note:** If an email address is provided, we will use this address for communication purposes.

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ County: \_\_\_\_\_ Phone #: \_\_\_\_\_ Tribal Affiliation: (oneida)

Enrollment Status: \_\_\_\_\_ Enrollment #: \_\_\_\_\_

(Applicant will be required to provide documentation of enrollment status to comply with the Oneida and Indian Preference Policy)

### **EDUCATION INFORMATION**

High School or Highest Grade Completed	School Name & City, State	# of Years Completed	Diploma Earned (HSED, GED, etc)
College/Univ. Credits Earned or Highest Grade Completed	School Name & City, State	Date Received	Credits Completed Major/Minor
Graduate/ Professional Credits Earned	School Name & City, State	Date Received	Credits Completed Major/Minor

Additional Education and Dates, Specialized Training, License, Certifications, Apprenticeship, etc.

Summarize Special Skills

**Application For Employment**  
**Page 2**

EMPLOYMENT HISTORY: (Provide the following information starting with your current position)

From: Month/Year	<input type="text"/>	To: Month/Year	<input type="text"/>	Title:	<input type="text"/>
Employer:	<input type="text"/>			Address:	<input type="text"/>
Phone #:	<input type="text"/>	Reason for Leaving:	<input type="text"/>		

Summarize job duties/responsibilities:

---

From: Month/Year	<input type="text"/>	To: Month/Year	<input type="text"/>	Title:	<input type="text"/>
Employer:	<input type="text"/>			Address:	<input type="text"/>
Phone #:	<input type="text"/>	Reason for Leaving:	<input type="text"/>		

Summarize job duties/responsibilities:

**Application For Employment**  
**Page 3**

EMPLOYMENT HISTORY: (Provide the following information starting with your current position)

From: Month/Year	<input type="text"/>	To: Month/Year	<input type="text"/>	Title:	<input type="text"/>
Employer:	<input type="text"/>			Address:	<input type="text"/>
Phone #:	<input type="text"/>	Reason for Leaving:	<input type="text"/>		

Summarize job duties/responsibilities:

---

From: Month/Year	<input type="text"/>	To: Month/Year	<input type="text"/>	Title:	<input type="text"/>
Employer:	<input type="text"/>			Address:	<input type="text"/>
Phone #:	<input type="text"/>	Reason for Leaving:	<input type="text"/>		

Summarize job duties/responsibilities:

**Application For Employment**  
**Page 4**

Check the following boxes if you are attaching additional documents.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Resume          | <input type="checkbox"/> Cover Letter       | <input type="checkbox"/> Transcript(s)            | <input type="checkbox"/> Letter(s) of Reference             |
| <input type="checkbox"/> Copy of Diploma | <input type="checkbox"/> Copy of License(s) | <input type="checkbox"/> Copy of Certification(s) | <input type="checkbox"/> Documentation of Enrollment Status |

Please read and check each of the following statements. By checking each box, you are verifying you have read, understand and agree to each of the statements.

- ☐ **Disclaimer:** The Oneida Nation will not be responsible for an incomplete application. Incomplete applications may be rejected. Please note: A Separate application is needed for each position you are applying for.
- ☐ I hereby certify that all statements within this application and all supporting documents are true, complete and correct to the best of my knowledge. I understand if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if employed, my employment may be terminated at any time.
- ☐ All information gathered by the Employee Background Investigation Department will be confidential. This application becomes the property of the Oneida Nation/InCheck, Inc.
- ☐ Any reproduction of this release, whether photocopy, fax, or other process, shall be considered as valid as the original. Employers are hereby released from any and all liability which may result from furnishing such information.
- ☐ I hereby authorize all persons and entities to whom this release is presented, having information relating to or concerning me, to furnish any and all such information to any agent of the Oneida Human Resources and/or Oneida Gaming Commission for purposes of employment with the Oneida Nation.
- ☐ I understand that when applying for any gaming position, including Surveillance, MIS-Gaming, and Internal Security, that I must ALSO apply for a gaming license with the Oneida Gaming Commission.

<p>If hired, can you provide valid documentation establishing your identity and eligibility to be legally employed in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>Note:</b> A Social Security Card is not required to establish work eligibility, however, it must be presented upon hire for payroll purposes.</p>	<p><i>(Proof of citizenship or immigration status is required upon employment.)</i></p>
---	---

Social Security #:	<input type="text"/>	Date of Birth:	<input type="text"/>	
Driver's License #/ID:	<input type="text"/>	CDL License:	<input type="text"/>	
Signature:	<input type="text"/>		Date:	<input type="text"/>

Please **type** your name in the signature field above if you are emailing this application.

If you are submitting this application via email; you will need to save this document to your desktop and/or jump drive. Applications and any additional documents should be emailed to **HRD\_Jobs@oneidanation.org**.

Have you ever used or are you otherwise known by another name? If so, please list all such names (including nickname and maiden name):

A.K.A.	<input type="text"/>	A.K.A.	<input type="text"/>	A.K.A.	<input type="text"/>
A.K.A.	<input type="text"/>	A.K.A.	<input type="text"/>	A.K.A.	<input type="text"/>