



APPLICATION FOR EMPLOYMENT

DNA-People's Legal Services, Inc.

HR Line: (928) 871-4151 or (928) 206-6067 Fax: (928) 871-5036

PERSONAL INFORMATION

Date of Application: _____

Last, First Name: _____

Maiden/AKA Names: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Mobile No: _____

Tribal Affiliation: _____

Census: _____

Military/Branch/Discharge: _____

POSITION INFORMATION

Position Applying For: _____ Office Location: _____

Have you applied with DNA-People's Legal Services before? _____ Dates? _____

Why are you interested in working with DNA-People's Legal Services? _____

EDUCATION Univ/College/Tech/High School (Name and State)	Dates Attended		No. of Credit Hrs completed	Type of Degree Earned
	FROM (mm/yy)	TO (mm/yy)		

Professional State Bar Association: List State and Date licensed (attach copy): _____

EMPLOYMENT HISTORY

List most recent employment first. Include ALL jobs. **IF you are attaching your resume, it must have these pertinent information to receive credits for your experiences.**

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
Telephone:	Supervisor:	Reason for Leaving:

Employer name and address:	Position Title:	
	Duties:	
Start—End Dates:		
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	Duties:	
Start—End Dates:		
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	Duties:	
Start—End Dates:		
Telephone:	Supervisor:	Reason for Leaving:

If terminated from any of these positions, please explain: _____

SPECIAL SKILLS & LICENSURE

List other License: _____

Other Languages Spoken? _____

Computer and other additional skills and information regarding the career you wish to bring to the employer's attention:

REFERENCES Persons other than relatives who can attest to your character and ability regarding the position for which you are applying.

Name	Email Address	Telephone number	Relationship	YRS Known
1. _____				
2. _____				
3. _____				

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name _____ Relationship _____

Address _____ Telephone No _____

CONDITION OF EMPLOYMENT

You must sign this statement to be considered for employment.

I, the undersigned, certify that all information given by me in this application is true. I understand that false information (misrepresentation or omission of information) will disqualify me from employment or cause my subsequent dismissal. I authorize investigation of all statements contained herein. I also authorize the employers and/or references listed to release any and all information concerning my current and previous employment and any pertinent information. Additionally, I release all parties from any liability for any damages that may result from furnishing such information. In submitting this application, I further understand that all application materials provided become public record and property of DNA-People's Legal Services and will not be returned. Public records are required by law to be made available during normal business hours to any person, including the news media.

Applicant Signature _____

Date _____

Equal Employment Opportunity Information Self Identification

New Hire EEO-1 Data Sheet

Please complete this New Hire EEO-1 Data Sheet. It will supply us with information we need for federal reporting obligations. Please be advised that this information will be used and kept confidential, in accordance with applicable laws and regulations. This information will not be used as the basis for any adverse employment decision.

Name _____ Social Security # (last 4 digits) _____
Last First Middle

EEO-1 Self-Identification

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information obtained will be kept confidential and separate from personnel files. It may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnicity:

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.

Veteran: No Military Service Veteran- Other Disabled Vietnam Era Veteran
 Vietnam Era Veteran Disabled Veteran- Other

Are you an individual with a disability: Yes No **Gender:** Male Female

Age: 15-24 years old 35-44 years old 55 years old or greater
 25-34 years old 45-54 years old

How did you first learn of this job opening?

Newspaper: _____ Other: _____
 Website: _____

Sign: _____ Date: _____

Disclosure and Authorization for Background Investigation

I understand that in connection with my application for employment (including contracts for service), DNA-People's Legal Services (DNA) will use an outside agency to research and verify information I have provided. I hereby authorize DNA and/or entity directed by DNA prior to or at any time after my employment commences to obtain a consumer report for employment purposes. I understand this consumer report may include inquiries regarding my work history; court records, including criminal conviction records, as permitted by law; driving history; verifications of Social Security number; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to DNA or other entities that obtains information for DNA. I further fully release DNA, its employees, officers, directors, agents, successors and assigns, and all other parties involved in the investigation, from any claim or action for any liability whatsoever related to the process or results of the background/reference investigation.

I understand results of my background check may be used in determining whether to make me an offer of employment and other employment decisions, and that the Disclosure Authorization is not an offer for employment by DNA or a contract with DNA. I further understand that no representative of DNA other than the Executive Director, has the authority to enter into any agreement for employment for any specified period of time, or to otherwise alter DNA's At-Will Employment Policy.

COMPLETE ALL INFORMATION REQUESTED TO AVOID DELAYS IN YOUR HIRE

Last Name:	First Name:	Middle:
Maiden/AKA Names:		Month/Years Used:
Social Security No:		Place of Birth:
Driver's License/I.D. No:		State:
Do you have the legal right to work in the U.S? YES NO		(If yes, proof of work eligibility will be required.)
FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (mm/dd/yyyy)		

YOUR ADDRESSES WITHIN THE PAST SEVEN YEARS *(use a separate sheet as needed)*

(mm/yy)

1. _____	Dates From _____ To _____
2. _____	Dates From _____ To _____
3. _____	Dates From _____ To _____
4. _____	Dates From _____ To _____
5. _____	Dates From _____ To _____
6. _____	Dates From _____ To _____

CONSENT FORM

I hereby authorize DNA-People's Legal Services, Inc., to receive any criminal history record information pertaining to me which may be in the files of any State or local criminal justice agency in North America.

Sign: _____ Date: _____