

The Keya Foundation Inc

Application Form



For questions, please call Jaylynn Farlee @ 605-218-1884 or email at Jaylynn.farlee@mbiri.com

Applicant Name: _____
Position Applying For: _____
Home Phone: _____
Cell Phone: _____
Mailing Address: _____
E-Mail Address: _____

Please answer the following questions:

- | | | |
|---|-----|----|
| 1. Are you eligible to work in the U.S.? | Yes | No |
| 2. Do you have a valid driver's license? | Yes | No |
| 3. Have you ever had your driver's license revoked? | Yes | No |
| 4. Have you had a motor vehicle accident in the last three years? | Yes | No |
| 5. Are you willing to undergo a Tribal and State background check? | Yes | No |
| a. Please disclose anything on your background check that could come back | | |

- | | | |
|---|-----|----|
| 6. Are you willing to take a drug test at any time? | Yes | No |
| 7. Have you ever been convicted of a crime? | Yes | No |
| a. If yes, what? | | |

- | | | |
|---|-----|----|
| 8. Have you served in the armed forces or National Guard? | Yes | No |
| 9. Do you have a high school diploma or GED? | Yes | No |
| If no, what is the highest grade completed? _____ | | |

- | | | |
|---|-----|----|
| 10. Are you taking classes or involved in any other activities that your work schedule will need to be arranged around? | Yes | No |
|---|-----|----|

Explain: _____

- | | |
|---|-------|
| 11. If offered a position, when would you be able to start? | _____ |
|---|-------|

For office use only:

Date Application Received: _____ Interviewed _____ Yes _____ No

Date Follow-up Letter Mailed to Applicant: _____

Work Experience – List your last three jobs – Please fill out completely even if they are already on your resume (list most recent first):

Employer: _____ Telephone: _____
Address: _____ From (Month/Year) _____ to _____
Job Title: _____ Hours Per Week: _____
Specific Duties (if not listed on resume): _____ _____
Reason For Leaving: _____
Supervisor Name: _____ May We Contact This Employer? Yes ___ No ___

Employer: _____ Telephone: _____
Address: _____ From (Month/Year) _____ to _____
Job Title: _____ Hours Per Week: _____
Specific Duties (if not listed on resume): _____ _____
Reason For Leaving: _____
Supervisor Name: _____ May We Contact This Employer? Yes ___ No ___

Employer: _____ Telephone: _____
Address: _____ From (Month/Year) _____ to _____
Job Title: _____ Hours Per Week: _____
Specific Duties (if not listed on resume): _____ _____
Reason For Leaving: _____
Supervisor Name: _____ May We Contact This Employer? Yes ___ No ___

Please list 3 professional/work related references, title and telephone number for each.

1. _____
2. _____
3. _____

I certify that the above information is true, correct, and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment in the future if I am hired. I authorize the verification of any or all information listed above.

Signature of Applicant: _____ Date: _____

Please submit application form, cover letter and resume in one of the following ways:

For Mailing:

The Keya Foundation
Attention Jaylynn Farlee
PO Box 1824
Eagle Butte SD 57625

For Drop Off:

325 South Spruce Steet, Office
N3, N6, or S6
Eagle Butte SD 57625

For Email:

Subject: Job application for
<insert job applying for>
Jaylynn.farlee@mbiri.com

