

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Karuk Tribe Housing Authority 2017 Summer Youth Employment

The Karuk Tribe Housing Authority is pleased to announce this year's Summer Youth Opportunities!

There will be THREE (3) positions hired for each Housing Community in Yreka, Happy Camp, and Orleans performing various landscape and maintenance duties for a total of NINE (9) youth.

Tentative dates of employment will be June 20 through August 11 (7 weeks).

Applications packets are available online at <http://www.karuk.us/jobs/> or by visiting any Tribal Office.

All Applications are due by **Friday, May 12, 2017 at 5PM to Dora Bernal.**

Applicants must be between the ages of 16 and 19. Preference will be given to Karuk Tribal Members and Descendants.

Each position will be paid at the rate of \$10.00 per hour for up to 40 hour work weeks, Monday through Friday. There will be no compensation for holidays or administrative closures.

Interested youth must submit an employment application to Dora Bernal, Human Resources no later than **5pm, Friday, May 12, 2017** as follows:

In person at the Happy Camp Administration Office;
Mail to PO Box 1016, Happy Camp, CA 96039; or
Fax to (530) 493-5322.

Applicants who are selected for employment will be required to submit to pre-employment drug screening tests (parental consent will be required for youth under age 18).

Youth under the age of 18, who are still students, will be required to obtain a Work Permit from their school.

APPLICATION CHECKLIST

All items must be included for application to be considered complete.

- Completed and Signed Employment Application. *If under the age of 18 your Parent/Legal Guardian must also sign the application next to your signature.*
- Proof of Tribal enrollment if claiming Tribal Preference.
- Proof of age (for Work Permit purposes).
- Signed Consent for Urine Drug Screening. *If under the age of 18 your Parent/Legal Guardian must also sign the Consent AND accompany you to the Clinic if selected for employment and scheduled for testing.*
- Signed Emergency Medical/Dental Consent Form. *If under the age of 18 your Parent/Legal Guardian must also sign the Consent form.*
- Applicants under the age of 18 and still attending school must submit the included Work Permit Application. *Your Parent/Legal Guardian must also sign this document.*

Tentative Recruitment Timeline

May 12	Applications Due
May 15-19	Screen Applications / Set Date for Interviews / Notify Applicants
May 22-25	Hold Interviews (After School Hours)
May 30-June 2	Drug Testing Appointments (After School Hours)
June 5-16	Process Work Permits/Receive Drug Test Results
June 20	Group Orientation / Happy Camp (First Paid Day)
August 11	Last Day of Work (7 Weeks Total)

Karuk Tribe Housing Authority Summer Youth Employment Consent for Urine Drug Screening

I have applied for employment with the Karuk Tribe Housing Authority. I understand that KTHA tests job applicants for drug use. I understand that I do not have to submit to testing, but if I refuse to be tested, KTHA will not consider me for possible employment. I understand that I must pass a drug test to be hired by KTHA.

2. I agree to give my urine for testing. I consent to the specimen being collected and analyzed.
3. I consent to the collection site, the laboratory, or any other entity (providers of health care) using the results of my test to determine the existence of drugs in my system. I authorize these entities to disclose the results of my tests to the authorized Tribal representatives to determine my functional limitations and/or limits on my fitness to perform the functions of the job.
4. I understand that it is my right, upon request, to receive a copy of this authorization and consent form. I understand that if I would like to get more information about my test results I must submit a written request within 7 days to the Human Resources Department.

I acknowledge and agree that I am freely and voluntarily signing this document. I further agree that the company has made no representations, inducements or statements, other than those in writing in these documents about drug testing.

NOTE: If applicant is under age 18, signature of Parent/Legal Guardian is required.

Applicant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

I declare under Penalty of Perjury under the laws that I am the parent or legal guardian of the above applicant, and I consent to the terms above.

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page

Karuk Community Health Clinic
 64236 Second Avenue
 Post Office Box 316
 Happy Camp, CA 96039
 Phone: (530) 493-5257
 Fax: (530) 493-5270



Karuk Dental Clinic
 64236 Second Avenue
 Post Office Box 1016
 Happy Camp, CA 96039
 Phone: (530) 493-2201
 Fax: (530) 493-5364

Administrative Office
 Phone: (530) 493-1600 • Fax: (530) 493-5322
 64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

EMPLOYMENT APPLICATION

Position Applied For: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal		Desired Rate of Pay:	
Name (First, MI, Last):		List Any Other Names Used in the Past:	Social Security Number:
Address (Street, City, State ZIP):		How Long at this Address: If less than 5 years include previous address:	Phone Number and E-mail
Have you ever been employed by the Karuk Tribe? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date(s) of employment and position(s) held:		Date Available:	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, explain:	
Do you claim Tribal Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you married to a Karuk Tribal Member? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Karuk Member child under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever served in the US Military? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach a copy of your DD-214 demonstrating proof.</i>	
Tribe: _____ Roll Number: _____ **COPY OF ENROLLMENT DOCUMENTATION MUST BE ATTACHED TO RECEIVE PREFERENCE**		Are you able to perform the essential functions of the position applied for either with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
◆ EMPLOYMENT HISTORY: Begin with present position and work back <u>at least</u> five (5) years. The entire five (5) year period must be accounted for without breaks; for periods of unemployment or schooling, list dates and "unemployed" or "attending school". Attach additional sheets if necessary.			
① Name and Address of Employer:		Phone Number and E-mail:	
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			
② Name and Address of Employer:		Phone Number and E-mail:	
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			
③ Name and Address of Employer:		Phone Number and E-mail:	
Start and End Date:	Starting and Ending Salary:	Supervisor's Name:	Reason for Leaving:
Position Held and Work Performed:			

◆ EDUCATION: *Include all colleges, universities, technical, and vocational schools attended.*

Are you a high school graduate or have you received your GED?
 Yes No

Name and Location of School/Testing Site:

Type of School:	Name and Address:	Coursework or Major:	Degree Earned:

Please list special training, certificates, or other types of education you have that pertains to the job applied for:

◆ OTHER INFORMATION:

Do you have a valid driver's license? Yes No

Do you have a good driving record? Yes No

In the past 5 years, have you been convicted of DUI or had your license suspended? Yes No

State and Number:

Are you currently on lay-off and subject to recall?

Yes No

Can you travel if the job requires it?

Yes No

Can you, after employment, submit verification of your legal right to work in the US?

Yes No

List names of immediate family members (other than your spouse) working for us:

◆ CRIMINAL BACKGROUND: *For all questions, provide all additional information in the space provided or on a separate sheet. Except as required by law, conviction of a crime will not disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered when making employment decisions.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime as an adult within the last 10 years? (Note: Do not include infractions, or convictions that have been annulled, erased, expunged, vacated, set aside, sealed by a court, or referred to a diversion program.)

Yes No

If the answer is yes, describe the nature of the crime charged, the date of the conviction, the county and state or tribal reservation in which you were convicted and the disposition or outcome of the conviction in the space below.

◆ REFERENCES: *List three (3) people who know you well. They should be good friends, peers, roommates, etc. who have known you for at least the last five (5) years. Try not to list relatives or anyone who is listed elsewhere on this application (ex; Supervisors).*

① Name:	Dates Known (From-To):	Telephone Number and E-mail
Address (Street, City, State ZIP):		Type of Acquaintance:
② Name:	Dates Known (From-To):	Telephone Number and E-mail:
Address (Street, City, State ZIP):		Type of Acquaintance:
③ Name:	Dates Known (From-To):	Telephone Number and E-mail:
Address (Street, City, State ZIP):		Type of Acquaintance:

◆ CERTIFICATIONS: Please read each item carefully and acknowledge your understanding by signing in the indicated location.

① Certification that my Answers are True:

My statements on this application, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application or its attachments may be grounds for not hiring me, or firing me after I begin work.

② Authorization to Investigate:

I authorize investigation of all statements contained on this application, and any attachments to it. I authorize the Tribe to secure information about my background experience with education institutions and any relevant agencies. I authorize those parties to provide information to the Tribe concerning my background and experience, and authorize a copy of this application to be provided to the TERO Department. I release the Tribe, and all parties providing information to the Tribe about my background and experience, from any and all liability whatsoever arising therefrom.

③ Consent to Contact Past Employers:

I give permission to the Tribe to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers, managers and/or supervisors to discuss my relevant personnel and employment history with the Tribe, consent to the release of such information orally or in writing, and hereby release them from any and all liability whatsoever arising therefrom and agree not to sue them for defamation or other claims based upon any statements they make to any representative of the Tribe. To the fullest extent permitted by law, I further waive all rights I may have under applicable law to receive a copy of any written statement provided by any of my former employers to the Tribe. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

④ Consent to Contact Government Agencies:

I give permission to any agent, attorney or representative of the Tribe to receive a copy of any information contained in the file of any federal, tribal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and, to the fullest extent permitted by law, waive any right under applicable law concerning notification of the request for a release of such information. In the event an applicable law does not provide for prospective employers to have access to information, I hereby delegate the Tribe as my agent for receipt of information.

⑤ Cooperation with Investigation:

I agree to fully cooperate with the Tribe's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law. I give permission to the Tribe to verify my Indian heritage and verify any tribal enrollment information that I have provided.

⑥ Falsification Statement:

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

⑦ Employment "At Will":

In consideration of my employment, I agree to conform to the rules and regulations of the Tribe, and understand that my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the Tribe or myself, except as otherwise provided by applicable law. Nothing in this application or in any oral or written statement provided to me by the Tribe will limit these rights to terminate my employment at will and no one will have any authority to change this at-will relationship, unless such change is authorized in writing by a duly authorized representative of the Tribe.

⑧ Release:

I release the Tribe, its officers, agents, directors, representatives, employees, attorneys and representatives from any and all claims, causes of action, judgments, liens, indebtedness, damages, obligations, losses, liabilities, or costs, which they may have, whether known or unknown, suspected or unsuspected, arising with this application for employment. I understand that this application is only valid for the position applied for at present and that the Tribe is not obligated to retain or consider this application for future openings. My signature below certifies that I understand that if I am extended an offer of employment by the Tribe, my employment is contingent upon satisfactory completion of a medical examination, including a drug test, and submission of proof that I have the credentials and/or licenses necessary for the position that I am offered. I also hereby subject myself to the jurisdiction of the Tribe and its governing system, including any enforcement or judicial proceedings or process that may be associated with the application for employment or any resulting employment relationship.

I have read each item; I understand and agree to all terms.

Applicant's Signature

Date

Printed Name

◆ HOW DID YOU HEAR ABOUT THIS POSITION: Check all that apply.

Word of Mouth www.karuk.us/jobs/ Bulletin Board (In Office Posting) Newspaper: Other:

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE

CDE Form B1-1 (Rev. 02-14)

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE" form (CDE Form B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor's Information

Minor's Name <i>(First and Last)</i>	Home Phone	Grade
Home Address	City	Zip Code
Birth Date	Social Security Number	Age
		Student's Signature

School Information

School Name	School Phone	
School Address	City	Zip Code

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true.

Parent's Name <i>(Print First and Last)</i>	Parent's Signature	Date
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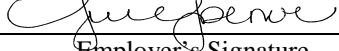
To be filled in and signed by employer

Karuk Tribe Housing Authority	(530)493-1414	Robert Perez / Brian Gonzalez
Business Name or Agency of Placement	Business Phone	Supervisor's Name
635 Jacobs Way / 1836 Apsuun	Happy Camp / Yreka, CA	96039 / 96097
Business Address	City	Zip Code

Employer's Maximum Expected Work Hours: 8 hours per day 40 hours per week

Describe nature of work to be performed: Landscaping, pulling weeds, trash collection, maintenance, painting, sanding, inventory organization and sorting, cleaning vacant units and shop, moving boxes, help Elders with chores, light office work, etc.

In compliance with California labor laws, this employee is covered by workers' compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Sara Spence, Executive Director		4/25/2016
Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date

For authorized work permit issuer use ONLY

Maximum number of work hours when school is in session: <table border="0" style="width:100%"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Total</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> Proof of Minor's Age <i>(Evidence Type)</i> _____ Verifying Authority's Name and Title <i>(Print)</i> _____ Verifying Authority's Signature _____	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total									Maximum number of work hours when school is not in session: <table border="0" style="width:100%"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Total</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> Check Permit Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Restricted <input type="checkbox"/> General <input type="checkbox"/> Work Experience Education, Vocational Education, or Personal Attendant <input type="checkbox"/> Workability	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total								
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total																										
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total																										

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.