

# 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 Summer Youth Employment

The Karuk Tribe Housing Authority is pleased to announce Summer Youth Opportunities for 2013! There will be two positions hired for each Housing Community in Yreka, Happy Camp, and Orleans performing landscape maintenance duties for a total of six youth from July 1 through August 16.

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

All Applications are due by **WEDNESDAY, JUNE 19, 2013 AT 5PM to Le Loni Colegrove.**

**Applicants must be between the ages of 16 and 19.**

**Preference will be given to Members or Descendants of a Federally Recognized Tribe and Residents of KTHA.**

**Additional preference for one position in each community will be given to individuals who are at least 18 years of age for purposes of operating motorized landscaping equipment.**

Each position will be paid at the rate of \$8.00 per hour for 40 hour work weeks, Monday through Friday, July 1 through August 16. There will be no compensation for holiday for administrative closures.

Interested youth must submit an employment application to Le Loni Colegrove, Human Resources Manager no later than **5pm, Wednesday, June 19, 2013** as follows:

In person at the Happy Camp Administration Office;  
Mail to PO Box 1016, Happy Camp, CA 96039; or  
Fax to (530) 493-1611.

**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 residency if claiming Resident Preference.
- Proof of age.
- 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 called in 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 will be required to obtain a Valid Work Permit from their school prior to beginning employment. The application is included with the package should you be selected for employment.

**Karuk Community Health Clinic**

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

# Karuk Tribe

**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: _____	
Mailing Address (Street, City, State ZIP): _____		How Long at this Address: _____ If less than 5 years include previous address: _____	
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: _____		Social Security Number: _____	
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  Tribe: _____ Roll Number: _____  <b>**COPY OF ENROLLMENT DOCUMENTATION MUST BE ATTACHED TO RECEIVE PREFERENCE**</b>		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 <b>If yes, attach a copy of your DD-214 demonstrating proof.</b> 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	
<b>◆ EMPLOYMENT HISTORY:</b> 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: _____	
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: _____	
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: _____	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name and Location of School/Testing Site:	
<b>Type of School:</b>	<b>Name and Address:</b>	<b>Coursework or Major:</b>	<b>Degree Earned:</b>

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	State and Number:
Do you have a good driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In the past 3 years, have you been convicted of DUI or had your license suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently on lay-off and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your legal right to work in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? (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/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
② Name:	Dates Known (From-To):	Telephone Number/Email:
Address (Street, City, State ZIP):		Type of Acquaintance:
③ Name:	Dates Known (From-To):	Telephone Number/Email:
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**

**If under 18, Parent/Guardian Signature:**

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

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

**Karuk Tribe Housing Authority  
2013 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.



**STATEMENT OF INTENT TO EMPLOY MINOR AND REQUEST FOR WORK PERMIT**

CDE B1-1 (REV. 06-10)

A "Statement of Intent to Employ Minor and Request for Work Permit" form must be completed before a "Permit to Employ and Work" form (CDE B1-4) can be issued to a minor. (California Education Code 49110.1[c])

(Print Information)

**Minor's Information**

_____	_____
<b>Minor's Name (First and Last)</b>	<b>Home Phone</b>
_____	_____
<b>Birth Date</b>	<b>Social Security Number</b>
_____	_____
<b>Home Address</b>	<b>City</b>
_____	_____
	<b>Zip Code</b>
	_____

**School Information**

_____	_____
<b>School Name</b>	<b>School Phone</b>
_____	_____
<b>School Address</b>	<b>City</b>
_____	_____
	<b>Zip Code</b>
	_____

**To be filled in and signed by employer (Please review the General Summary of Minors' Work Regulations on reverse.)**

Karuk Tribe Housing Authority	(530) 493-1414
Business Name or Agency of Placement	Business Phone
635 Jacobs Way	Happy Camp
Business Address	City
	96039
	Zip Code

Describe nature of work to be performed: Summer Youth Employment: will perform landscape maintenance activities  
in the communities served by the Housing Authority including Yreka, Happy Camp, and Orleans from July 1 through August 16.

*In compliance with California labor laws, this employee is covered by worker's 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.*

Erin Hillman, Executive Director	_____	_____
Employer's Name (Print First and Last)	Employer's Signature	Date

**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. I request that a work permit be issued.*

_____	_____	_____
<b>Parent or Legal Guardian's Name (Print First and Last)</b>	<b>Parent or Legal Guardian's Signature</b>	<b>Date</b>

<b>For authorized work permit issuer use ONLY</b>							
Maximum number of hours of employment when school is in session:							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
_____				<b>Check Permit Type:</b> 1. * Full-time _____ 3. *** Workability _____ 2. ** Work Experience _____ 4. Restricted _____ Education, Vocational Education, or Personal Attendant 5. General _____			
Proof of Minor's Age (Evidence Type)							
_____							
Verifying Authority's Name and Title (Print)							
_____							
Verifying Authority's Signature							
_____							

\* EC 49130 | \*\* Special Education Grant | \*\*\* Permit type defined by local school