Turtle Mountain Community College
PO Box 340
Belcourt, ND 58316
701-477-7938 (Human Resources)

How to Apply:

To be considered for open positions at TMCC, prospective **applicants must submit all required documents listed below**:

☐ Cover letter

☐ Application for Employment

☐ Curriculum vitae and/or resume

☐ College transcripts

☐ Three (3) current (within 1 year) letters of reference

☐ Enrollment documentation from a federally recognized tribe (if applicable)

☐ Veterans preference documentation (if applicable)

☐ Required licensure/certification as specified in the position vacancy announcement (if required)

☐ Completed TMCC Background Check form

If any required documents are missing the application will be considered incomplete and will not be considered.

All completed applications must be submitted to the Human Resource Manager who will determine which applicants meet qualification requirements per vacancy announcement.

If applying for a FACULTY position, you will also need to complete and submit the Faculty Certification of Credentials/Faculty Portfolio form, along with required documentation.

☐ Faculty Certification of Credentials/ Faculty Portfolio

TMCC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or handicap in accordance with applicable federal laws.

APPLICATION FOR EMPLOYMENT

TURTLE MOUNTAIN COMMUNITY COLLEGE
PO BOX 340 BELCOURT, NORTH DAKOTA 58316
PHONE (701) 477-7862 FAX (701) 477-7870

----Turtle Mountain Community College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws, except where specific age, sex or physical requirements are a bona fide occupational qualification or where Indian Preference or Veteran's Preference are appropriately claimed.
----Persons of Indian ancestry who are at least 1/4 degree and wish to claim Indian Preference must submit a statement indicating the degree of Indian blood and agency enrollment.

Turtle Mountain Community College is a drug free workplace and has adopted a Drug and Alcohol policy which is available online at: http://www.tm.edu/sites/www/Uploads/files/PolicyManualsUpdatedDecember2013Amendments1-13-14(1).pdf.
This plan can be provided in printed copy upon request.

POSITION:	DATE:

NAME	SOCIAL SECURITY NUMBER
ADDRESS	APT. NO.
CITY	STATE ZIP
PHONE NO. CELL NO.	REFERRED BY:

☐ FULL TIME ☐ PART TIME E-MAIL ADDRESS: _____

Date you can start: _____

Are you willing to work overtime as necessary? YES ☐ NO ☐

Have you ever been employed by us? YES ☐ NO ☐ If yes, when? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied YES ☐ NO ☐

If yes, please explain: _____

Have you ever been convicted of a crime?* YES ☐ NO ☐
If yes, state nature of offense, when, where, and disposition: _____

_____

Do you have the legal right to work and remain in the United States?** YES ☐ NO ☐

*** A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.**

**** Federal laws require that employees hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, TMCC will verify status of every individual offered employment with TMCC. In this connection, all offers of employment are subject to verification of the applicant identity and employment authorization, and will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.**

TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

State name(s) of any relative(s) in our employment and your relationship to them:

EDUCATION

SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED
SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED
SCHOOL		
ADDRESS OF SCHOOL, CITY, STATE		
COURSES OF STUDY		
NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE RECEIVED

WORK HISTORY

(List in order, last or current employer first. Account for any gaps in your employment.)

EMPLOYER NAME		POSITION TITLE
EMPLOYER ADDRESS, CITY, STATE		
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes ☐ No ☐
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING	
DESCRIBE IN DETAIL THE WORK YOU PERFORMED *(If you need more room to complete your prior work history, use additional sheets of paper)*		
EMPLOYER NAME		POSITION TITLE
EMPLOYER ADDRESS, CITY, STATE		
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes ☐ No ☐
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING	
DESCRIBE IN DETAIL THE WORK YOU PERFORMED *(If you need more room to complete your prior work history, use additional sheets of paper)*		

WORK HISTORY (continued)

EMPLOYER NAME		POSTION TITLE
EMPLOYER ADDRESS, CITY, STATE		
TELEPHONE NUMBER OF EMPLOYER	DATES EMPLOYED	MAY WE CONTACT Yes ☐ NO ☐
SUPERVISOR'S NAME/TITLE	REASON FOR LEAVING	
DESCRIBE IN DETAIL THE WORK YOU PERFORMED *(If you need more room to complete your prior work history, use additional sheets of paper)*		

COMMENTS: *(Include explanation of any gaps in employment.)*

MILITARY SERVICE RECORD

Have you ever served in the United States Armed Forces? YES ☐ NO ☐

List duties in the Service, including special training that is relevant to the position for which you have applied.

_____

_____

SKILLS *(Summarize job-related skills and qualifications or certifications.)*

_____

_____

_____

Computer Programs: _____

Other Office Equipment: _____

Are there any other experiences, skills, or abilities you feel may be helpful to us in considering your application?

_____

_____

REFERENCES *(Excluding relatives) List two work-related references and one personal reference*

NAME	OCCUPATION
ADDRESS	
DATES KNOWN:	TELEPHONE
NAME	OCCUPATION
ADDRESS	
DATES KNOWN:	TELEPHONE
NAME	OCCUPATION
ADDRESS	
DATES KNOWN:	TELEPHONE

APPLICANT'S STATEMENT **(Please read carefully and sign the statement below.)**

I understand that:

1. ***I hereby give Turtle Mountain Community College the right to investigate my past employment, education and activities. I release from all liability all persons, companies and corporations who supply such information. I indemnify Turtle Mountain Community College against liability that might result from such an investigation. I understand that any false answer or statements or implications I might make in this application or in any other required document shall be considered sufficient cause to deny employment or for discharge if already employed.***

2. ***I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Turtle Mountain Community College and myself for employment or for any benefit. I have received no promise regarding employment and I understand that no such guarantee is binding on Turtle Mountain Community College. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Turtle Mountain Community College has similar rights.***

3. ***I understand that any offer of employment that I receive from TMCC is contingent upon my successful completion of the college's total pre-employment screening process, including TMCC receiving references that it considers satisfactory.***

Signature _____ **Date** _____

Turtle Mountain Community College
PO Box 340
Belcourt, ND 58316

AUTHORIZATION FOR RELEASE OF INFORMATION

This release of information constitutes my consent and authorization to the agencies or representatives identified to furnish **TURTLE MOUNTAIN COMMUNITY COLLEGE** and **MAXIMUM REPORTS, INC.**, and/or its representatives permission and authority to conduct a background check in order to determine my suitability for employment with Turtle Mountain Community College (25 U.S.C. Sec. 3207). I understand and consent to an investigation that is limited to criminal and civil record history information, motor vehicle driving history, human services for domestic violence, child abuse and neglect information, employment verification, educational verification, professional licensing, personal and professional references and credit reports, whether or not such information would otherwise be protected from disclosure by any constitutional, statutory or common law privilege.

I authorize the custodians of such records and sources of information to release the information, including permitting the review and copying of all documents, records or correspondence pertaining to me, to the representative of Turtle Mountain Community College and Maximum Reports, Inc., regardless of any previous agreement to the contrary.

I agree to indemnify and hold harmless any person to whom this is lawfully presented and their agent and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out or by reason of complying with this request.

Applicant's Full Name (please print)	Tribal Affiliation (if applicable)
Maiden Name / AKA	Social Security Number
Address	Date of Birth
City, State, Zip Code	Driver's License Number and State
Applicant Signature	Date