



APPLICATION FOR EMPLOYMENT

Completion of this application does not guarantee employment or an interview. Only applicants selected for further consideration will be contacted.

Turtle Mountain Recovery Center is an Equal Opportunity Employer. In accordance with applicable Tribal law and organizational policy, Tribal and Veteran preference may apply in hiring decisions. All qualified applicants will receive consideration without regard to protected status under applicable law.

TMRC is a Drug-Free Workplace.

SECTION 1: GENERAL INFORMATION

Date: _____

Position Applying For: _____

Position Type Desired:

☐ Full-Time ☐ Part-Time ☐ PRN / On-Call ☐ Contract ☐ Intern

Date Available to Start: _____

Personal Information

Full Name (Last, First, Middle):

Maiden / Other Names Used (if applicable):

Date of Birth (Optional): _____

Gender (Optional): ☐ Male ☐ Female ☐ Prefer not to answer

Contact Information

Mailing Address:

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Work Eligibility

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Do you currently possess a valid driver's license?

☐ Yes ☐ No

If yes:

State Issued: _____

License Number (Optional): _____

SECTION 2: PREFERENCE INFORMATION (OPTIONAL)

Tribal Affiliation: ☐ Yes ☐ No

If yes, please specify: _____

Veteran Status: ☐ Yes ☐ No

SECTION 3: REQUIRED DOCUMENTS

Please attach all required documents (resume, cover letter, etc.) when submitting this application via email.

Required for Consideration

- ☐ Resume
- ☐ Cover Letter

Additional Documents (if applicable)

- ☐ Professional License
 - ☐ Certifications
 - ☐ Tribal Enrollment / Indian ID (if claiming preference)
 - ☐ Veteran Documentation (if claiming preference)
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Employment & Qualifications

Please attach a current resume detailing your employment history, education, and relevant experience.

Incomplete applications may not be considered.

SECTION 4: EDUCATION

Do you have a high school diploma or equivalent (such as GED)?

☐ Yes ☐ No

High School or Equivalent

School Name: _____

Location: _____

Year Graduated: _____

College / University / Training (1)

School Name: _____
Location: _____
Degree / Certification: _____
Year Completed: _____

College / University / Training (2)

School Name: _____
Location: _____
Degree / Certification: _____
Year Completed: _____

Additional Education / Training (Optional)

School Name: _____
Details: _____
Year Completed: _____

Qualifications / Skills

(Please list skills, certifications, or experience relevant to the position)

SECTION 5: BACKGROUND INFORMATION

Have you ever been convicted of, pleaded guilty to, or pleaded no contest to a criminal offense (excluding minor traffic violations)?

☐ Yes ☐ No

A conviction will not automatically disqualify you from employment. Factors such as the nature of the offense, the time elapsed since the offense, and its relevance to the position will be considered.

If yes, please explain:

Relationship Disclosure

Do you have an immediate family member or close personal relationship with any individual who is currently or formerly employed by Turtle Mountain Recovery Center (TMRC), or who currently or formerly served as a member of the TMRC Board of Directors?

☐ Yes ☐ No

If yes, please provide:

Name: _____

Relationship to you: _____

Current/Former Position or Board Role: _____

Dates of Employment/Service (if known): _____

Disclosure of a family or personal relationship does not automatically disqualify an applicant from employment. This information is requested to identify and appropriately manage potential conflicts of interest, hiring or supervisory relationships, or other organizational concerns in accordance with TMRC policies.

SECTION 6: APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that any false, misleading, or omitted information may result in disqualification from employment or termination if discovered after hire.

I understand that employment with Turtle Mountain Recovery Center is at-will and may be terminated by either the employee or employer at any time, with or without cause or notice, subject to applicable law.

I understand that employment may be contingent upon successful completion of background verification, reference checks, and drug testing in accordance with organizational policy.

Applicant Signature: _____

Date: _____