



# Application for the Summer Youth Employment Program

## RUNS: July 5 through August 25, 2022

Klamath Tribes - Education & Employment Department  
 PO Box 436/501 Chiloquin Blvd., Chiloquin OR 97624  
 Education & Employment Department:  
**Telephone: (541) 783-2219, ext. 115 or 128 FAX: (541) 783-7802**

### **Eligibility Requirements**

1. MUST be at least 16 years old and **not older than 21** by May 20, 2022.
2. Current attendance at a high school or an accredited alternative learning center; **OR**
3. Have recently graduated from high school or received a GED during the 2021/22 Academic Year.
4. Applicants selected for potential hire are required to clear a Background Check; some positions may require fingerprinting.

***Submit this application to the Education & Employment Department no later than 4:30 PM on 20 May, 2022.***

### **Instructions to Applicants**

<b>Required Documents:</b>
Summer Youth Employment Application form
Verification showing Enrolled Klamath <b>or</b> other federally recognized tribal enrollment <b>or</b> Descendant verification if claiming Indian Preference: Required to submit a Certificate of Indian Blood if claiming Klamath Descendant. <b>INDIAN PREFERENCE WILL APPLY</b>
<b>Proof of current attendance during 2021/2022 Academic Year</b> at a high school, public school or alternative education center
Proof of Graduation or completing GED in <b><u>Academic Year 2021/2022</u></b>
Proof of COVID-19 Vaccination or approved accommodation form
Short Letter about Your Goals

**This application for the Summer Youth Employment Program must be complete with all the documents listed above before it can be reviewed for potential entrance into the summer program.**

**To be considered for hiring all selected applicants are required to clear a background check; some positions may require finger printing.**

**Applicants will be notified of their acceptance into the training program, *pending the Background Checks*, prior to the start date of July 5, 2022.**

(NOTE: Completed applications submitted after the deadline may be considered at a later date.)



The Klamath Tribes  
Education & Employment Department  
PO Box 436, Chiloquin OR 97624  
**Education & Employment Department:**  
FAX: (541) 783-7802  
**Summer Youth Employment Program Application**

This application is intended for the use of a **high school** youth employment program. All information gathered in this application is confidential and is to be used for training purposes only. A resume may be included, but does NOT substitute or replace any part of this application. Leave no lines, boxes, or areas incomplete.

**This application and the required additional documents must be submitted to the Education & Employment Department at the Klamath Tribes by 4:30 PM on May 20, 2022.**

**Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Tribal Affiliation: \_\_\_\_\_ Enrollment # \_\_\_\_\_

**Education**

Name, Address, City of the high school or public school alternative, attended during the academic year 2021/2022:  
Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
School District KFCSD or KCSD  
(circle one)  
Telephone: \_\_\_\_\_  
Student # \_\_\_\_\_

**Employment Information**

	Yes	No
Are you currently working?	_____	_____
Have you ever worked for the Klamath Tribes?	_____	_____
Do you own a vehicle?	_____	_____
Do you have a valid Driver's license?	_____	_____
Do you need special working accommodations?	_____	_____

**Work History**

List the most recent employers, self-employment, or volunteer work. Begin with the most current and work backwards in this section. A résumé will not substitute any information in this section.

1.	Employer Name & Address: _____ _____ _____	Dates of Employment: _____ to _____  Job Title: _____ Supervisor: _____ Rate of Pay: _____
Description of Work: _____ _____		
Reason for leaving: _____		

2.	Employer Name & Address: _____ _____ _____	Dates of Employment: _____ to _____  Job Title: _____ Supervisor: _____ Rate of Pay: _____
Description of Work: _____ _____		
Reason for leaving: _____		

**Office & Industrial Equipment** Please indicate all office equipment you have operated.

Typewriter	Computer	Copier
FAX Machine	Printers	10-Key
Multiline Phone	Other:	Other:

Words per Minute on Keyboard: \_\_\_\_\_ Has your speed been tested? Yes \_\_\_\_\_ No \_\_\_\_\_

List the computer software programs you have used or been trained to use:

\_\_\_\_\_

List the types of Machinery you have training/experience in operating and include the length of time in months with each machine. This would include any farm or domestic equipment you have used in the past.

Type of Machinery	Months
_____	_____
_____	_____
_____	_____
_____	_____

**Signature Section** Please read each section carefully and initial.

I consent to the release of information concerning my personal history that I have listed on this application. This inquiry, if made, may include information as to my character, general reputation and mode of living. I release any person, firm or institution from all liability from any damage for issuing such information. \_\_\_\_\_ **STUDENT INITIAL**

I understand that if chosen for this training and to be considered for hiring, I am required to clear a background check – some positions may require finger printing, and upon first notification, to submit to and pass a drug and alcohol screen (to include marijuana). \_\_\_\_\_ **STUDENT INITIAL**

I certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that a false statement on this application may result in my not being selected for this training program.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**This application and ALL required documents must be submitted to the Education & Employment Department at the Klamath Tribes by 4:30 PM on May 20, 2022.**