



**Application
Summer Youth Employment Program
RUNS: July 10 through August 31, 2023**

**The 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 26, 2023.
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 2022/2023 Academic Year.
4. Applicants age 18 or older who are selected for potential hire may be required to clear a Background Check as noted in the position description; some positions may require fingerprinting.

***Submit this application to the Education & Employment Department no later than
4:30 PM on May 26, 2023.***

INSTRUCTIONS TO APPLICANTS

Required Documents:
Summer Youth Employment Application form
Verification showing Enrolled Klamath or other federally recognized tribal enrollment OR Descendant verification, if claiming Indian Preference: Required to submit a Certificate of Indian Blood if claiming Klamath Descendant. INDIAN PREFERENCE WILL APPLY
Proof of current attendance during 2022/2023 Academic Year at a high school, public school or alternative education center
Proof of Graduation or completing GED in <u>Academic Year 2022/2023</u>
Short Letter about Your Goals

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

Applicants will be notified of their acceptance into the training program, *pending any required Background Check, (as applicable)*, prior to the start date of **July 10, 2023**.

(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
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FAX: (541) 783-7802
Summer Youth Employment Program Application

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

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 26, 2023.

PERSONAL INFORMATION

Name: _____	SSN: _____
Address: _____ _____	Date of Birth: _____
_____	Student phone #: _____
	Guardian Name: _____
	Guardian Contact #: _____
Email Address: _____	
Tribal Affiliation: _____	Enrollment # _____

EDUCATION

Name, Address, City of the high school or public school alternative, attended during the academic year 2022/2023:	
School 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 considered for hiring, I may be required to clear a background check (some positions may require fingerprinting); and if hired must adhere to the code of ethics of the Klamath Tribes, including the Klamath Tribes Alcohol and Drug Free Workplace policy. _____ **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 26, 2023.