

IMPORTANT INFORMATION BEFORE TURNING IN YOUR TRIBAL APPLICATION

When applying for Tribal positions, be sure that you include the following information in your application materials:

1. Tribal Application (MAKE SURE YOU SIGN, OTHERWISE YOU WILL BE DISQUALIFIED).
2. Three (3) Letters of Reference Signed and Dated Computer Generated/Electronic signatures will not be accepted. (REFERENCE LETTERS MUST BE LESS THAN SIX (6) MONTHS OLD, AND NOT BE FROM IMMEDIATE FAMILY. Immediate family defined as follows: spouse, father, mother, children, sister, brother, aunts, uncles, nieces, nephews, and grandparents regardless of residence; and any other family member who resides in the same household.)
3. If claiming education, include copies of Transcripts, Diplomas, Etc., (Failure to include these documents may cause low rating or disqualification of application.)
4. Tribal Enrollment (verification can be picked up at the Blackfeet Tribal Enrollment Department, or submit a copy of Tribal Enrollment Identification Card. Failure to include documentation may cause low rating of the application.)
5. If claiming Veteran Preference MUST attach a copy of Form DD-214.
6. If claiming Disabled Veteran Preference MUST attach a copy of VA Disability Letter.
7. Must submit a copy of Valid Driver's License.

Failure to include any of the above material, or if the materials are incomplete, your application will be marked "Incomplete", and you will not be considered for the position for which you are applying.

Applications received AFTER the closing date/time will NOT be considered.

After applicants are rated, the top qualified applicants will be sent notifications of interview by

BTP 01

Blackfeet Tribe Application Process Information Sheet

<p>1Step 1.</p> <p><u>SUBMIT APPLICATION</u></p>	<p><u>The Personnel Department is not responsible for submitting applications from previously advertised positions towards currently advertised positions. Application should be filled out completely. Original signature required on part 9, and submitted by the closing date.</u></p> <p>It is beneficial to attach a resume that list <u>all work experience.</u></p> <p>Letters of reference need to be signed and dated, cannot be dated over six (6) months, and cannot be from immediate family. Computer generated/ electronic signatures will not be accepted.</p> <p><u>It is the responsibility of the applicant to supply all training certificates. diplomas. transcripts, verification of enrollment, DD Form 214 if claiming Veteran Preference and Driver's license.</u></p> <p>For your own protection, and security, make a copy of everything bein submitted.</p>
<p>Step 2.</p> <p><u>SELECTION COMMITTEE ESTABLISHED</u></p>	<p>Director of the Program/ Department, of the advertised position(s), establishes an Application Rating Committee of no less than three (3) individuals to rate the applications.</p> <p><u>Director Of the Program(Department. of the advertised _____ may either sit on the Application Rating Committee, or the Interview Selection Committee.</u></p> <p><u>Director of the Program/ Department cannot sit on</u></p> <p><u>both.</u></p> <p>Personnel Department's role is to ensure all applicants are given fair opportunity to be considered for the position(s).</p>
<p>Step 3.</p> <p><u>APPLICATION RATING</u></p>	<p>The Personnel Department Staffing Specialist schedules, and assists the Application Rating Committee in rating the applications.</p> <p>Applications are rated primarily on experience, education, and on specialized training.</p> <p>Preference is given to enrolled Tribal members, and Veterans.</p>
<p>Step 4.</p> <p><u>INTERVIEW RATING</u></p>	<p>The Personnel Staffing Specialist contacts via letter, all top qualified applicants to be interviewed, with scheduled interview date, and time.</p> <p>Staffing Specialist also assists the Interview Selection Committee in interviewing the top qualified applicants.</p>
<p>step 5.</p> <p><u>SELECTION OF TOP CANDIDATES</u></p>	<p>Scores of applications and interviews are combined to identify the top candidate for the position(s).</p> <p>Personnel Director certifies top candidate.</p> <p>Official Letter of Hire is sent out to selected applicant.</p>