



## **IMPORTANT INFORMATION**

### **FOR APPLICANTS FOR COMMITTEES/BOARDS/COMMISSIONS**

**When applying for committees/boards/commissions, the following information must be submitted with your application:**

- 1. Completed Blackfeet Tribal Committee/Board/Commission application. (MAKE SURE YOU SIGN AND DATE)**
- 2. Resume that lists all work experience.**
- 3. Completed Authorization for Background Investigation sheet.**

**Failure to provide the above documents, or if the documents are incomplete your application will be marked "INCOMPLETE" and you will not be considered for the position.**

**All qualified applicants will be notified by mail following formal Blackfeet Tribal Business Council action of appointment.**

**Commission/Committee/Board  
Application**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Enrolled Blackfeet? Yes** \_\_\_ **No** \_\_\_ **If yes, Enrollment #** \_\_\_\_\_

**Name of Committee Applying for:** \_\_\_\_\_

**Which district:** \_\_\_\_\_

**Relevant knowledge, education, experience:**

**Experience:**

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**Education:**

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**Special Qualifications:**

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**Have you ever been convicted of a felony? Yes** \_\_\_ **No** \_\_\_ **if yes, explain:** \_\_\_\_\_

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**List (3) references:**

Name	Telephone	# Years Known
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1.

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2.

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3.

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**Signature, Certification and release of Information**

**YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING BEFORE SIGNING.**

*It is understood and agreed upon that misrepresentation by me in the application will be sufficient cause for cancellation/disqualification of application being considered.*

*I authorize the Blackfeet Tribe to investigate all references and to secure additional information required to verify and confirm related personal and credit account reference. I hereby release the Blackfeet Tribe and its representative for seeking such information and all other persons, programs, department, corporations or organization for furnishing such information.*

**I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE, AND MADE IN GOOD FAITH.**

**Signature:**

**Date:**

Answer the following questions on a separate page and attach. *Failure to answer all the questions will be considered an incomplete application and will not be considered.*

- 1) Why are you applying?
- 2) What contributions/expertise do you feel you can bring to the Committee/Board/Commission you are applying for?
- 3) Do you have experience and/or qualifications that apply to the purpose of the Committee/Board/Commission for which you are applying? List experience and/or qualifications.
- 4) What do you hope to gain from the Committee/Board/Commission should you become a member?
- 5) Blackfeet Tribal policy governing “nepotism” does not permit placement of immediate family members on Committees/Boards/Commissions that are associated with a program where the Tribal employee is an “immediate family” member (Immediate family is defined as follows: Spouse, Father, Mother, Daughter, Son, Sister, Brother, Aunt, Uncle, Niece, Nephew and Grandparents, regardless of residence; and any other family member who resides in the same household). In applying for the Committee/Board/Commission, does this policy apply to you?
- 6) Regular meetings are normally scheduled each month, but at any given time, with a 48 hour notice, a special meeting may be called. Are you willing to commit to this amount of time and attend?
- 7) Do you understand the issue of honorariums for the Committee/Board/Commission for which you are applying is not a mandatory requirement? They are limited to Council approval and/or budget allowances?
- 8) Do you have any outstanding and/or unpaid debt owed to the Blackfeet Tribe, its departments and/or programs? If yes, please explain the circumstances of your debt.
- 9) Are you currently an employee of the Blackfeet Tribe? If so, do you work in a department/program associated with Committee/Board/Commission for which you are applying?
- 10) Have you served on other Committees/Boards/Commissions or have you previously served on the Committee/Board/Commission for which you are applying? Do you currently serve on a Committee/Board/Commission? If yes to one or more of these questions please explain.

**Blackfeet Personnel Department  
Background Check Authorization**

P. O. BOX 1790 Browning, MT 59417  
(406) 338-7307 ♦ FAX (406) 338-7313

PROGRAM/DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

NAME: \_\_\_\_\_  
(FIRST) (MIDDLE) (MAIDEN) (LAST)

ALIAS/ OTHER NAMES USED: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

PHONE NUMBER ( ) \_\_\_\_\_ - \_\_\_\_\_ Message/Cell ( ) \_\_\_\_\_ - \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

LAST PLACE OF EMPLOYMENT: \_\_\_\_\_

SUPERVISOR'S NAME/ PHONE: \_\_\_\_\_

**As part of the initial and subsequent application process, I hereby authorize any Tribal/ State/Federal Law Enforcement Agency to release any records they have regarding my background including a criminal history record check to the Blackfeet Personnel Department Browning, Montana. I understand that any information obtained from the background checks will be used by the Blackfeet Personnel Department to evaluate my application for employment/ subsequent annual application update for employment. I understand that I may be terminated from my position if the results of the investigation are contrary to the policies of the Blackfeet Tribe.**

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE** **DATE**

\_\_\_\_\_  
**PARENTS SIGNATURE (If above individual is under 18 yrs. of age)** **DATE**

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CERTIFIED FOR HIRE/ REHIRE? \_\_\_\_\_ YES \_\_\_\_\_ NO

BY: \_\_\_\_\_

DATE BACKGROUND CHECK WAS COMPLETED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_