

Thank you for your interest in employment at the Phoenix Indian Center.

To apply for any position, you must submit:

Current Resume

D Supplemental Information Form

Reference Form (Required when an interview is confirmed)

Cover Letter (optional)

Mail, fax or email your completed application packet before the closing date to:

PHOENIX INDIAN CENTER, INC.

Attn: Personnel Office 4520 N. Central Ave., Suite 250 Phoenix, Arizona 85012 Ph: 602-264-6768, ext 110 | Fax: 602-274-7486 info@phxindcenter.org

The Phoenix Indian Center, Inc. is an EEOC, Employment-At-Will, and Indian Preference employer along with a Drug-Free and Commercial Smoke-Free work environment. All employment is based upon appropriate clearances.



SUPPLEMENTAL INFORMATION FORM

4520 N. Central Ave. Ste. 250 | Phoenix, Arizona 85012 | 602.264.6768 | 6020.237.6953 fax | cortiz@phxindcenter.org | www.phxindcenter.org

Title of position(s) applied for_____

Name					
	last	first	middle	(other names used in pr	evious jobs)
Address				· ·	
	number	street/PO Box	city	state	zip code
Contact Info					
	Cell	Oth	er contact phone number(s)	Email	

EMPLOYMENT HISTORY (start with your present or last job - fill out the shaded areas for your last three positions)

Employer Name	Date(s) Employed		
Reason for	Start Date	End Date	
Leaving			

Employer Name	Date(s) Employed		
Reason for	Start Date	End Date	
Leaving			

Employer Name	Date(s) Employed		
Reason for	Start Date	End Date	
Leaving			

Employer Name	Date(s) Employed		
Reason for	Start Date	End Date	
Leaving			

EDUCATIONAL RECORD (fill out the shaded areas)

SCHOOL	NAME /ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS A Start	TTENDED End	YEAR DIPLOMA RECEIVED AND DEGREE AREA
HIGH SCHOOL					
UNDERGRAD COLLEGE					
UNDERGRAD COLLEGE					
GRADUATE/PROFESSIONAL					
OTHER (SPECIFY)					

SPECIAL SKILLS/QUALIFICATIONS (list all honors/ professional membership/certification/license etc.)_

Are you a Veteran of the U If yes what branch	nited States military service? □Yes □No
	/ date of discharge
Are you claiming American	Indian preference? 🗌 Yes 🔲 No
If yes, tribal affiliation	
Documentation attached?	Yes No (documentation must be included in application in order to claim preference)
Are you related to anyone i	n our agency? Yes No If yes, please list name and relationship
Language information.	

Please fill this section out and tell us how well you speak, read and write in languages other than English

What languages(s) other than English do you (write the language below then circle your response to the right)	Speak	Read/Write	Understand
	Yes No Partially	Yes No Partially	Yes No Partially
	Yes No Partially	Yes No Partially	Yes No Partially

Doy	ou have or can	you successfully	/ apply/receive a	fingerprint clearance card?	🗌 Yes	□No
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Have you been convicte	d of a crime?	🗌 Yes	⊡No
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Note: a conviction may not necessarily disqualify an applicant from employment. If "YES" please fully explain the circumstances and provide date:

ADDITIONAL INFORMATION State information you feel may be helpful to us in considering your application, i.e. professional certifications

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Phoenix Indian Center, Incorporated.

Signature of Applicant:

Date:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER – AMERICAN INDIAN PREFERENCE

Updated 9/25/2016