

EMPLOYMENT APPLICATION

for

RESIDENTIAL SECURITY GUARD

Note: PRTHB will not consider incomplete or unsolicited applications

How did you learn about this position? Website) Walk-In Friend Other _____

Last	First	Middle
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Address	Phone #	E-Mail
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City	State	Zip	Social Security #
			Date of Birth

If applying for Indian Preference (24 CFR 36.221), state the Tribe and attach a copy of your enrollment card. This must be included to receive Indian Preference.

Tribe: _____

Enrollment # _____

Have you ever filed an application with the Pit River Tribal Housing before?

Yes No

Please give date: _____

Do any of your friends or relatives, other than a spouse work here? Yes No

If yes, please give name, relationship and position: _____

Have you ever been employed with Pit River Tribe/Tribal Housing before? Yes No

Are you at least 18 years of age or older? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Do you have a currently valid California Drivers License? Yes No

CDL # _____

Do you have your own transportation? Yes No

Do you possess a valid California Guard Card Yes No

Expiration Date _____ Card Number _____

Do you possess a valid and current First Aid and CPR card Yes No

Expiration Date _____

Are you a US Citizen? Yes No

Are you currently employed? Yes No

If yes, may we contact your current employer? Yes No

Have you ever been convicted of a crime within the last five years? Yes No

If yes, please explain the circumstances

Education & Training

Are you capable of performing, with or without reasonable accommodation, the essential duties of the job for which you are applying? (Do not answer unless you have read the job description.) Yes No

Date available for work: _____

School	Name, City & State of School	Course of Study	# years	Diploma/Degree	
High School				Yes	No
Undergraduate School				Yes	No
Graduate School				Yes	No
Other (Specify)				Yes	No

Please list any additional information and skills you feel may be helpful to us in considering your application: _____

List Three Professional References not related to you

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

Employment History

Begin with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:	
	From:	To:		
Address:	Hourly/Salary Rate			
	Start:	End:		
Supervisor & Telephone #				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title				Reason for leaving:

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. Pit River Tribal Housing Board is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will" which means that either I or Pit River Tribal Housing Board can terminate the employment relationship at any time with or without prior notice and for any reason not prohibited by statute.

CERTIFICATION

I authorize investigation for all statements and information in this application. I understand that misrepresentation or omission of facts is called for dismissal. Further, I understand and agree that my employment is subject to the personal policy of the Pit River Tribal Housing Board.

Name: _____ Date: _____



P.O. Box 2350
37134 Main Street
Burney, California 96013
Telephone (530) 335-4809 Fax (530)335-4849

Pit River Tribal Housing Board

Changing Lives One Home at a Time

HOW TO OBTAIN A GUARD CARD

Training:

To complete training PRTHB recommends completing an online course through Security Online LLC. *Fees required and are the responsibility of the applicant.* A total of 40 hours needed to complete training.

Live Scan:

You are required to get electronically fingerprinted which is forwarded to the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) who conduct a background check to make sure you legally qualify to carry a Guard Card. Live scans can be done at Local Law Enforcement, or you may search online for Live Scan locations locally. *Fees required and are the responsibility of the applicant.*

Bureau of Security and Investigative Services:

Go to Bureau of Security and Investigative Services website to complete an online application. Once there, go to the license search and complete the BREEZE system.



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GUARD CARD REGISTRATION

I hereby acknowledge that I have been advised that as a condition of employment with Pit River Tribal Housing as a Residential Security Guard I must be licensed by the State of California pursuant to section 7582 of the California Business and Professional code (B&P Code).

This license will be issued to me personally, which is valid for two years and will allow me to work as a Security Guard within the State of California. The license will become my personal property. It is not issued by Pit River Tribal Housing Board (PRTHB). To obtain this license I will be required to be live scanned for a background check (pending clearance) **PRTHB will hire with the intent that within 60 days the new employee will obtain the Guard Card and complete all necessary steps.**

I hereby acknowledge that I have been advised that there are fees required for the issuance of this license, and that the fee is my responsibility. Fees can be reimbursed back to me after a successful completion of a 90-day probational period as an employee hired by Pit River Tribal Housing Board. Proof of payments must be provided in order to be reimbursed.

Applicant Signature: _____

Print Name: _____

Date: _____