



## Wichita and Affiliated Tribes Application for Employment Checklist

<b>Applicant Name</b>	
<b>Address</b>	
<b>Position and Title</b>	

**Please ensure that you answer all questions completely and attach required documents listed below to qualify you for the position you are applying for:**

- 1. Complete Wichita and Affiliated Tribes Application
- 2. Submit/Attach Copy of Indian Preference Form 5-4432 *(if applicable)*
- 3. Submit/Attach College Transcripts or any Training Certifications
  - High School Diploma or GED
- 4. Submit Oklahoma Valid Driver's License
- 5. Submit Social Security Card/CDIB (Must have 2 forms of ID for HR use only)
- 6. Submit Resume
- 7. Three up to date references with reachable phone numbers

<b>HUMAN RESOURCES USE ONLY</b>		
1. Did applicant submit completed employment application?	YES	NO
2. Did applicant submit Indian Preference?	YES	NO
3. Did applicant submit College Transcripts/Training Certifications? - High School Diploma or GED	YES	NO
4. Did applicant submit Oklahoma Valid Driver's License?	YES	NO
5. Did applicant submit Social Security Card/CDIB?	YES	NO
6. Did applicant submit resume?	YES	NO
7. Did applicant list 3 references?	YES	NO
8. Complete Soft Background?	YES	NO
Reviewed by _____	Date _____	