

**Wambli Ska Okolakiciye**  
**PO Box 2004, Rapid City, SD 57709**  
**Office: 605-484-2330**

**APPLICATION FOR EMPLOYMENT**

**PLEASE PRINT ALL INFORMATION  
REQUESTED EXCEPT SIGNATURE**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

**POSITION**

Position desired \_\_\_\_\_ Salary desired \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired \_\_\_\_\_ Full-time only \_\_\_\_\_ Part-time only \_\_\_\_\_ Full- or part-time

When available for work? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please attach an explanation on a separate sheet including: the specific nature of the offense(s), when, where and disposition. (A conviction record will not necessarily be a bar to employment. Applicants are not required to disclose sealed or expunged records of conviction or arrest. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)

Do you have a driver's license? \_\_\_\_\_ No \_\_\_\_\_ Yes

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_

Expiration date \_\_\_\_\_ Operator \_\_\_\_\_ Commercial (CDL) \_\_\_\_\_ Chauffeur

Have you had any accidents during the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_\_\_ How many? \_\_\_\_\_

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**EDUCATION**

School and Location	Course or Major	# of Yrs Completed	Degree(s)
High School _____	_____	_____	_____
College _____	_____	_____	_____
Bus. or Trade _____	_____	_____	_____
Graduate Study _____	_____	_____	_____
Other _____	_____	_____	_____

Current Licenses and/or Certificates \_\_\_\_\_

What languages, other than English, do you speak? \_\_\_\_\_

**QUALIFICATIONS**

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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### EMPLOYMENT HISTORY

Please list your employment history for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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### EMPLOYMENT HISTORY (Continued)

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employment dates: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Start \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**REFERENCES**

Please list 2 - 3 references other than relatives or previous employers.

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**MILITARY**

Have you ever been in the armed forces? \_\_\_\_\_ Yes \_\_\_\_\_ No Branch \_\_\_\_\_

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

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## **APPLICATION FORM WAIVER**

Applicants employed by Wambli Ska (the Employer) will be expected to understand, respect and support the mission of the Employer and abide by the rules and policies of the Employer.

In exchange for the consideration of my job application by Wambli Ska (the Employer), I agree that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other corporate practices, shall serve to create an actual or implied contract of employment, of to confer any right to remain an employee of the Employer, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Board of Directors of Wambli Ska. Both the undersigned and the Employer may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Employer may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Employer permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Employer from any liability as a result of such contract.

I also understand that (1) the Employer has a drug, alcohol, sexual misconduct, and technology policy and I consent that compliance with such policies are a condition of my employment; and (2) continued employment is based on a successful background search. I further understand that continued employment may be based on the successful passing of job-related physical examinations. I acknowledge that the presence of a childcare ministry within the facilities mandates that I would be placed on immediate leave of absence should I be accused of any illegal acts involving my own or others children.

I understand that, in connection with the routine processing of your employment application, the Employer may request from a consumer reporting agency, an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Wambli Ska Board of Directors will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Federal laws require that employers hire only individuals who are authorized to be lawfully in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.

I further understand that my employment shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, by employment relation is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Wambli Ska is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Employer depends solely on your qualifications.