



*the*  
**Chickasaw  
Nation**

**Department of Interior Services / Human Resources Division**

1001 North Country Club Road / Ada, OK 74820 / Email address: [CNHR@Chickasaw.net](mailto:CNHR@Chickasaw.net)

**Bill Anoatubby**  
Governor

## Background Identification for Sensitive Positions

Complete the following in as much detail as possible. You must print legibly. If providing fingerprint cards, complete the applicant portion and submit fingerprint cards with this form to human resources. Thank you for your cooperation.

Name: \_\_\_\_\_  
First Middle Last Suffix

Aliases: \_\_\_\_\_ Social Security no.: \_\_\_\_\_  
(Include any married names, nicknames, and/or maiden names)

Mailing address: \_\_\_\_\_  
Street City State ZIP

Physical address: \_\_\_\_\_  
☐ Same as Mailing Street City State ZIP

Previous addresses for the past five years: (check the box if the address was on an Indian reservation)

Address: \_\_\_\_\_  
Street City State ZIP  
☐ This was on an Indian reservation

Address: \_\_\_\_\_  
Street City State ZIP  
☐ This was on an Indian reservation

Address: \_\_\_\_\_  
Street City State ZIP  
☐ This was on an Indian reservation

Address: \_\_\_\_\_  
Street City State ZIP  
☐ This was on an Indian reservation

Address: \_\_\_\_\_  
Street City State ZIP  
☐ This was on an Indian reservation

Did you live on an Indian reservation more than five years ago? ☐ Yes ☐ No  
If yes, use the back of this page to list those addresses.

Citizenship: ☐ U.S. ☐ Other: \_\_\_\_\_ Sex: ☐ Male ☐ Female

Birth date: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
City State

Race: \_\_\_\_\_ If First American, list tribal affiliation: \_\_\_\_\_

Height: \_\_\_\_\_ (ft./in.) Weight: \_\_\_\_\_ (lb.) Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Nursing agency name: \_\_\_\_\_

Lab/nursing student program: \_\_\_\_\_



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1001 North Country Club Road / Ada, OK 74820 / (580) 436-7259 / Fax: (580) 436-7297

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## **Addendum to Employment Application Positions Involving Contact/Control Over Indian Children**

Applicant name: \_\_\_\_\_ Social Security no.: \_\_\_\_\_  
(Please print)

Job title in announcement: \_\_\_\_\_ Department: \_\_\_\_\_

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for childcare positions contain a question asking whether the applicant has ever been arrested for or charged with a crime involving a child, and for the disposition of the arrest or charge.

The Indian Child Protection and Family Violence Prevention Act, 25 USC 3207 (b) (c), contains a related requirement for positions that involve regular contact with or control over Indian children. The Chickasaw Nation must ensure that persons hired for these positions have not been found guilty of or entered a plea of nolo contendere or guilty to certain crimes.

In addition, these applicants must meet minimum standards of character established by law. Criminal background checks will include a review of the applicant's previous criminal arrests, charges, and convictions. Even if an arrest, charge, or conviction has been dismissed, the applicant is required to provide complete and honest responses to the following questions.

To assure compliance with the above laws, the following questions are added to the employment application:

1. Have you ever been arrested, charged, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to any felonious offense, or any of two or more misdemeanor offenses under federal, state, or tribal law involving crimes of violence against persons? ☐ Yes ☐ No
2. Have you ever been arrested, charged, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to any felonious offense, or any of two or more misdemeanor offenses under federal, state, or tribal law involving offenses committed against children? ☐ Yes ☐ No
3. Have you ever been arrested, charged, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to any felonious offense, or any of two or more misdemeanor offenses under federal, state, or tribal law involving crimes of violence; sexual assault, sexual molestation, sexual exploitation, sexual contact, or prostitution? ☐ Yes ☐ No
4. If the answer is yes to any of the above, was that charge filed in any tribal court? ☐ Yes ☐ No

If "Yes" to any of the above questions, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the law enforcement department or court involved.

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By completing Form 08248, Authority for Release of Information, I give consent for a more extensive background investigation.

I understand the information obtained via this form is for official use only and is limited to employment purposes only. I acknowledge that a criminal background check is a condition of my employment.

I certify that my response to these questions is truthful and are made under penalty of perjury, which may be punishable by a fine or imprisonment, or both; and I have received notice that a criminal background check will be conducted. I understand my right to obtain a copy of any criminal history report from the originating law enforcement agency or other agencies made available to the Chickasaw Nation and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



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## AUTHORITY FOR RELEASE OF INFORMATION

To Whom It May Concern:

I hereby authorize any investigator bearing this release, or a copy thereof, as consideration for possible employment or retention of continuing employment, to obtain any information relating to my activities from schools, credit bureaus, residential management agents, employers, criminal justice agencies, or individuals. This information may include and is not limited to, academic; residential; achievement; performance; attendance; personal history; disciplinary; arrest, or conviction records. I hereby direct you to release such information upon the request of the bearer. I understand that the information released is for official use and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from all liability for damages of whateverkind or nature, which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any questions as to the validity of this release, you may contact me as indicated below.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last Suffix

Aliases: \_\_\_\_\_  
(include any married names, nicknames, and/or maiden names)

Social Security no.: \_\_\_\_\_ Birth date: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street City State ZIP

Phone no.: (\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature

The request for your Social Security number is a means to uniquely identify your application records within our tribal files. By providing an accurate Social Security number and full name, you assure the accomplishment of the application process and further consideration for employment.

### **Effects of nondisclosure:**

Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for employment, clearance or access, or the separation of your employment.



## **Pending Background Investigation Acknowledgment**

The following individual has started to work in a sensitive position. A sensitive position is defined as a position that allows potential applicants, employees, volunteers, and contractors to have direct contact with, or control over, Indian children, or elders, or requires financial security, as noted on the respective job description. A background investigation is required pursuant to policy 08 HR 1016 to ensure that children, and elders, and Chickasaw Nation resources are protected. Until the background investigation is finalized and the individuals is found to have a favorable background clearance, the individual may be allowed to start employment only if the following criteria are met:

- The applicable supervisor ensures that the individual is always supervised by a team member who has received a satisfactory background clearance;
- The above expectation for supervision has been communicated to the supervising team member; and
- The supervision obligation continues until an email is received from human resources (HR) indicating the individual has received a favorable background clearance.

Individuals that have started employment will be separated from employment if their background investigation is not favorable for a sensitive position.

Individual's full name	Last four digits of Social Security Number	Position title and department	Supervisor's name

The individual acknowledges that their background investigation is currently in process, and agrees to:

- Cooperate with the supervising team member;
- Provide HR with any documentation that may be requested; and
- Contact the HR data manager at (580) 436-7259 or email [HRdataentry@chickasaw.net](mailto:HRdataentry@chickasaw.net) with any questions.

### **Statement of Understanding**

I have read, understand and agree to all the statements above.

\_\_\_\_\_  
Individual's signature

\_\_\_\_\_  
Date