



Confederated Tribes of the Umatilla Indian Reservation  
Nixyaawii Education Center ~ Higher Education Program  
Summer Youth Employment ~ Nixyaawikni Spáytitma  
46411 Timine Way  
Pendleton, OR 97801

## Summer Youth Employment 2024 Job APPLICATION

Summer Youth Employment (SYE) - Nixyaawikni Spáytitma is a program 100% funded by the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) and is meant to train and prepare high school-level students between the ages of 14-18 for the workforce.

If you are a Yellowhawk eligible patient and are 16 and older to get your Pfizer vaccination please contact Yellowhawk Tribal Health Center to schedule an appointment at (541) 240-8733. SYE applicants should provide vaccination verification (vaccination card) with the application. Vaccinations are required by the following work sites Yellowhawk Tribal Health Center and Nixyaawii Education Center.

A complete application is the first step in qualifying for the program and the final step is passing a pre-employment drug screening. The process first comes, first serve and will be in line with the following CTUIR reserves the right to make selections based on CTUIR Tribal Preference and Indian Preference. If there is follow-up communication via video or phone happens after the application process it will be to determine placement to worksites. Also, electronic initials and signatures: *electronic signature ES: First and Last Name as an example ES/Jane Doe* of applicant and parent/guardian is required when a complete application is turned in electronically.

There are tentative start dates that are being planned and if selected for the program it will be a part of the hiring process with official dates with age being determining factors for the length of time being hired for the program. Tentative Dates of SY Program July 1-August 15, 2024

2024 work sites: Wildhorse Casino and Resort, Yellowhawk Tribal Health Center, and CTUIR Tribal government. Wildhorse age requirement is 16+ and few positions at other work sites. One work site at DNR EESP requires certain math and science levels to work with lab equipment and for job duties.

### **Complete Application Criteria**

- 1. Application – e-signed/initialed by applicant and parent/guardian on pages 4 & 5**
- 2. Emergency Contact Form - signed by applicant and parent/guardian**
- 3. Employment Supplemental Form - signed by applicant**
- 4. Proof of enrollment in a federally recognized tribe: ID Card preferred or CIB**
- 5. Most recent School Transcripts (*unofficial is acceptable*)**
- 6. Resume and Cover letter**
- 7. Screenshots of required documents are acceptable. Hard copies will be needed if selected for the program along with a social security card.**

Pay will be based on previous work in the Summer Youth program, age and year in high school pay range is \$12.50-\$14.50/hour.

**Applications turned in by 4 pm to [ctuirsummeryouth@ctuir.org](mailto:ctuirsummeryouth@ctuir.org) on May 31, 2024 will be given priority.**

*Applicant complete the application*

P E R S O N A L	Last Name		First Name		MI	Date
	Mailing Address				Email address	
	City		State	Zip Code		Cell and Home Phone
I N F O R M A T I O N	Date of Birth:		Age	Tribal Affiliation:		
	Social Security #:			Enrollment #:		
R E M A R K S	Have you worked in the Youth Program? ___ Yes ___ No If yes, when: _____					
	Do you want to work <b>full time</b> ? ___ Yes ___ No <b>Part-time</b> work? ___ Yes ___ No <b>Weekends</b> ? ___ Yes ___ No					
	How many hours per day do you want to work? _____ When will you be available to begin work? _____					
	Ability to move up to 50 lbs? ___ Yes ___ No Ability to stay stationary for long periods of time? ___ Yes ___ No					
<i>List your skills, trainings, certificates (examples: languages, customer service, CPR card, etc.)</i>						
E D U C A T I O N	What grade did you just complete ___ 7 <sup>th</sup> ___ 8 <sup>th</sup> ___ 9 <sup>th</sup> ___ 10 <sup>th</sup> ___ 11 <sup>th</sup> ___ 12 <sup>th</sup>					
	What is your GPA?		Days Absent during 2023-24 school year: _____			
	<i>Please list schools attended (start with most current):</i>					
	School			City & State		

Employment Placement Preference or work experience	Have you worked this field before?
I am a Year _____ Applicant, my 1 <sup>st</sup> Preference is:	___ Yes ___ No
My 2 <sup>nd</sup> Preference is:	___ Yes ___ No
My 3 <sup>rd</sup> Preference is:	___ Yes ___ No

**EMPLOYMENT HISTORY/VOLUNTEER  
ACTIVITIES**

Please give accurate, complete information on any full-time or part-time employment. Start with your most recent employer. If you need more space, continue on separate paper

<b>Company Name:</b>	<b>Phone Number</b>
<b>Address:</b>	<b>Employed (Month/Year)</b> From:                      To:
<b>Name of Supervisor:</b>	<b>Pay per Week/Bi-monthly/Monthly</b> Start:                      Last:
<b>State Job Title and Describe Your Duties:</b>  _____	<b>Reason for Leaving:</b>  _____
<b>Company Name:</b>	<b>Phone Number</b>
<b>Address:</b>	<b>Employed (Month/Year)</b> From:                      To:
<b>Name of Supervisor:</b>	<b>Pay per Week/Bi-monthly/Monthly</b> Start:                      Last:
<b>State Job Title and Describe Your Duties:</b>  _____	<b>Reason for Leaving:</b>  _____

Will you be attending any educational camps, sports camps, family reunions, or other family activities during the summer that require you to be gone during the program?    \_\_\_ Yes    \_\_\_ No

Event Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Event Title: \_\_\_\_\_ Dates: \_\_\_\_\_

**Parent/Guardian and Applicant**

**BOTH** must read and **e-initial** each statement before **e-signing** below

\_\_\_/\_\_\_ The information provided in this Youth Application for Employment is true and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

\_\_\_/\_\_\_ I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue my employment in the future.

\_\_\_/\_\_\_ I will comply with mobile device rules and understand non-compliance can result in termination from summer youth employment.

\_\_\_/\_\_\_ I will comply with the summer youth employment code of conduct and anti-bullying rules.

\_\_\_/\_\_\_ My student and I understand that the rules, professionalism, and participation are required in all activities, and failure to do so Instructors have the authority to dismiss students from class, which can result in unpaid time and dismissal from the program.

\_\_\_/\_\_\_ I authorize the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), Higher Education Program to release my application information to my assigned site supervisor if hired.

\_\_\_/\_\_\_ My student and I understand this is a paid job-preparation opportunity, and are responsible for transportation to and from the job site, on-time and in a timely manner.

\_\_\_/\_\_\_ This application is a contractual agreement between the e-signed Parent/Guardian and Applicant with Summer Youth Employment (SYE), any changes including non-court-ordered guardianship changes compromise this agreement and **can result in the applicant's immediate dismissal from the SYE.**

\_\_\_/\_\_\_ I give CTUIR and CTUIR Partners (Wildhorse Resort & Casino, Cayuse Technology, and Yellowhawk Tribal Health Clinic) **permission to use photographs of youth employees working for public relations and reporting purposes.**

\_\_\_/\_\_\_ I authorize the CTUIR Education Department and CTUIR Partners, including the Confederated Umatilla Journal to take pictures of me performing my summer youth employment job duties, etc. to be used in social media pages, outreach and educational material, and reports.

**Print** Youth Applicant Name: \_\_\_\_\_

Signature of Youth Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Print** Parent/Guardian Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Contact Form

Please Print Clearly

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

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Work Number: \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Work Number: \_\_\_\_\_

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## IN CASE OF EMERGENCY CONTACT

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**First Contact Person:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Second Contact Person:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Third Contact Person:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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Who is your current health care provider?  
\_\_\_\_\_

List any known allergies? \_\_\_\_\_

Are you currently taking any medications? Yes \_\_\_ No \_\_\_

If "Yes" please list them: \_\_\_\_\_

<b>Signature of Youth Applicant:</b> _____	<b>Date:</b> _____
<b>Signature of Parent/Guardian:</b> _____	<b>Date:</b> _____

**Tribal Employment Application**  
**Supplemental Form**

Education, Credit, Criminal, Department of Motor Vehicle, Reference, and Prior Employment Release  
Authorization Form

**NOTICE TO APPLICANT**

If you are considering employment with the Confederated Tribes of the Umatilla Indian Reservation, your educational background and prior place(s) of employment will be verified by the Office of Human Resources. This authorization form must be completed and signed by you and attached to the Tribal Application for Employment Form (application) for each position for which you may be applying. Failure to complete and sign the form may disqualify you for consideration for employment with the Tribe.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

Applicants for positions classified as Tribal Safety Sensitive or Covered Status Positions

Department: NA

Job Title: Temporary Employee/Summer Youth

**NOTICE TO APPLICANT**

The Office of Human Resources shall conduct a background investigation on all applicants for positions classified as Tribal Safety Sensitive and Covered Status. Safety Sensitive positions shall include positions within the Tribal Police and Fire Departments as well as all positions designated as operating heavy equipment. Covered Status positions include positions within the Department of Children and Family Services, Office of Human Resources, Department of Education, and any other position identified as working with or supervising children. All such positions shall be required to undergo background investigation that will include Criminal, Credit, Employment, Education, and Motor Vehicle checks before an applicant can be interviewed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver License State & Number

The Tribe collects Social Security Numbers only as necessary for use in the performance of the Tribe's duties and responsibilities, which may include the following possible purposes: classification of accounts; identity management; credit worthiness; billing and payments; data collection, reconciliation, and tracking; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; student health services; research management; and reporting to authorized state and federal government agencies. Federal and State laws require us to protect Social Security Numbers from disclosure to unauthorized parties. Employees are assigned CTUIR Employee Identification number to assist in protecting their personal information.