

**SUPERVISOR:**  
PLEASE COMPLETE AND INITIAL

# WHITE MOUNTAIN APACHE TRIBE

**DIVISION OF HUMAN RESOURCES  
PERSONEL DEPARTMENT  
P.O. BOX 700  
Whiteriver, Arizona 85941**

TWO FORMS OF ID \_\_\_\_\_

W-4 \_\_\_\_\_

I-9 \_\_\_\_\_

JOB ANNOUNCEMENT # \_\_\_\_\_

## NOTICE OF PERSONNEL ACTION

1. NAME (Last, First, Middle)		2. DATE OF BIRTH		3. SOCIAL SECURITY NUMBER	
4. CURRENT MAILING ADDRESS: (Any change in address, notify your supervisor as it will affect where your mail is sent. Not responsible for mail not received due to non updates by employee)					
5. APPOINTMENT		TERMINATIONS		STATUS CHANGES	
____ Regular Full-Time		____ Resignation		____ Name Change Only	
____ Temp. Appt. NTE _____		____ Layoff until _____		____ Address Change	
____ OTHER (Part Time) (On Call)		____ Removal		If Name Change or Address Change Only, please complete items 1-5 sign and date it)	
		____ (Other) Specify _____			
		FROM		TO	
6. POSITION TITLE					
7. SALARY / WAGE RATE					
		\$ _____ PER _____		\$ _____ PER _____	
8. JOB LOCATION					
ACCOUNT #					
9. WMA PREFERENCE		OTHER TRIBE		NAME OF FEDERALLY RECOGNIZED TRIBE:	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		10. SEX <input type="checkbox"/> M <input type="checkbox"/> F	
11. EFFECTIVE DATE					
12. RETIREMENT PLAN		13. EMPLOYEE HEALTH BENEFITS		14. ANNUAL LEAVE	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If items 12-14 are marked "yes" employee must attend orientation provided by Personnel prior to 31st day of employment.					
15. SUBJECT TO PROBATIONARY PERIOD ENDING: (Specify Date) (All positions subject to probationary periods)					

16. REMARKS: (Write your status changes here) Promotion, Demotion, Return to duty, Suspension, etc.) Short Term Pay Adjustments should use SHORT TERM FORM E.

17. SIGNATURE / TITLE OF APPOINTING OFFICER	DATE
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18. Code of Conduct: Employees of the White Mountain Apache Tribe are expected to conduct themselves on and off the job in a manner which will bring credit to the organization. It is the responsibility of the employee to notify his supervisor if he cannot report to work or has to leave his regular tour of duty.

19. Confidentiality Code: Employees shall not disclose confidential information without prior authorized approval. Any unauthorized disclosure shall result in disciplinary action, including but not limited to termination.

20. Sexual Harassment Policy: The policy of the WMA Tribe is to maintain a work environment that is free from Sexual Harassment. Sexual Harassment shall not be tolerated.

21. Drug/Alcohol Free Workplace Policy: The policy of the WMA Tribe is to maintain a work environment that is free from Drugs and/or Alcohol.

22. I have received a copy of the Employee Personnel Manual. I agree to comply with all conditions set forth in this notice and the Employee Personnel Manual.

I have read the above & will comply \_\_\_\_\_ Date \_\_\_\_\_

Employment with the tribe is not federal employment and shall not be credited as such in any way.