



### **Application Process**

Thank you for your interest in employment opportunities with Torres Martinez Desert Cahuilla Indian Tribe. It is the mission of the Torres Martinez Desert Cahuilla Indians to empower our People to achieve a better way of life and maintain tribal integrity and honor through responsive government.

Please ensure to read and follow all steps to be considered for open positions.

#### **Step: 1 View Open Positions**

All open positions will be posted monthly to all Internal applicants. Internal applicants are Tribal Members of Torres Martinez Desert Cahuilla Indians and current Employees of Torres Martinez Desert Cahuilla Indians. Torres Martinez will only accept applications for open positions. Please view the job requirements that fit your unique work experience and education. Positions that are not filled with Internal applicants will be posted externally until filled.

#### **Step: 2 Complete application**

A Torres Martinez Desert Cahuilla Indians Employment application must be completed. Any resumes and/or cover sheet may accompany the application. However, resumes and/or coversheets are supplements. Therefore to be considered for an open position you must complete the application. You may not substitute any part of the application form with the words "See Resume".

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC. §472 and §473) and pursuant to the Tribe's TERO Ordinance, if applicable. Tribal Member given preference must be qualified.**

If you are claiming Indian Preference you must provide proof of your status with your application.

#### **Step: 3 Apply by mail, fax or on the Job Board**

Download application from [Torresmartinez.org](http://Torresmartinez.org) or you may pick up an application in the Human Resources department. Applications will also be accepted at the main office:  
66725 Martinez Road, Thermal, CA 92274

##### **Mail to:**

**Torres Martinez Desert Cahuilla Indian Tribe**  
PO Box 1160  
Thermal, CA 92274

**Fax:** (760) 397-9853 Attention: HR Assistant

**Job Board:** [torresmartinez.org](http://torresmartinez.org)

**Email:** [jobs@tmtanf.org](mailto:jobs@tmtanf.org)

#### **Step: 4 Evaluation**

The Human Resources department will screen and evaluate all applications, according to the position description and qualification requirements. Only those candidates that demonstrate the qualifications in education, work experience, skills and abilities required to meet the qualifications based on the job description will be invited to continue on in the recruitment process.

**Step: 5 Interview**

After applications have been screened and evaluated, Human Resources will contact the candidates that will be invited to interview. If you are not selected, you will be communicated via email of your non-selection. The timeframe for this step will vary this may take up to 30 days to complete. Please do not contact the HR office.

**Step: 6 Offer of Employment**

If you are selected and given an offer of employment, all offers will be contingent on passing a background investigation that will include a drug screening, DMV/Criminal/Credit, personal references and Live Scan. If the position is a position that requires you to drive you must have a valid CA driver license and be insurable under the Tribe's auto insurance. Any discrepancies in the background process will deem you ineligible and the offer will be withdrawn.

The Tribe is committed to the principle that all candidates are entitled to equal opportunities in all aspects of employment, and may be subject to applicable provisions of the Tribal Employment Rights Ordinance as it now exists or may be amended; applicable laws; and the specific provisions of applicable grant agreements or contracts. Hiring decisions will be based on principles of qualifications, experience, and performance without regard to race, ethnicity, age, sex, sexual orientation, religion, marital status, color, national origin, or physical handicap and may be subject to Indian Preference, TERO, and other applicable laws.