



Application Process

Thank you for your interest in employment opportunities with Torres Martinez Desert Cahuilla Indians. 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 be sure to read and follow all steps to be considered for open positions.

Step: 1 View Open Positions

Initially open positions will be posted monthly and available to Internal applicants only. Internal applicants are Tribal Members of Torres Martinez Desert Cahuilla Indians, Members of the TERO Bank and eligible Employees of Torres Martinez Desert Cahuilla Indians. The HR department will only accept applications for open positions until the Job Posting filing deadline. 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 these documents are considered supplements. Therefore, to be considered for an open position you must complete an employment application. You may not substitute any part of the application form with the words "See Resume". **It is the responsibility of applicants to confirm with the HR Representative that the application has been received and that the application is complete.** (Receipts are available upon request.)

*Please note that incomplete applications will not move forward with the application process.

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 Members given preference must be qualified for the position. If you are claiming Indian Preference you must provide proof of your status with your application.

Step: 3 Apply by mail, E-mail, fax or on the Torres Martinez Job Board

Download application from torresmartinez.org or you may pick up an application in the Human Resources department.

Applications will only be accepted from the applicant via the following methods: At the main office: Torres Martinez, HR Department, 66725 Martinez Road, Thermal, CA 92274

Mail to:

**Torres Martinez Desert Cahuilla Indian
Human Resources Dept.**

PO Box 1160

Thermal, CA 92274

Email: jobs@tmtanf.org

Phone: (760) 397-0300 HR Representative 1160

Fax: (760) 397-9853

Attention: HR Representative

Job Board: torresmartinez.org

Once the Human Resources department has received your application, we will keep your application on file for six (6) months. If you would like to be considered for other positions you must request this in writing via- e-mail within the six (6) month period. Otherwise, you will need to complete and submit a new application.

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. Once a candidate is contacted for an interview, the candidate will be responsible to respond within 24 hours of being contacted.

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/or Live Scan. If the position is a position that requires driving the candidate must have a valid CA driver license and be insurable under the Tribe's auto insurance. Any discrepancies in the background process will deem the candidate 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, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information and may be subject to Indian Preference, TERO, and other applicable laws.

The Tribe reserves the right to rescind offers of employment at any time.