

*Pierre Indian Learning Center*  
*3001 E. Sully Avenue*  
*Pierre, South Dakota 57501-4419*  
*Phone: (605) 224-8661 Fax: (605) 224-8465*

Dear Applicant:

The following list of items must be attached to your application when submitted to Administration/Human Resources:

1. **Tribal Certification** (Only if you are claiming Indian/Native American preference).
2. **Veteran's Preference** - DD214 Form (Only if you are claiming Veteran's preference).
3. **College Transcripts** - (Attach a copy of college transcripts if you have any college credits).
4. **Letters of Reference** - Three (3) Letters of Reference.
5. **Typing Score Test** (Only if you are applying for a secretarial position).

**Please complete all areas of the application** (i.e. telephone numbers, supervisor's name, employment dates, email addresses, etc.).

Preference will be given to qualified Indian/Native American applicants in accordance with the provisions of Section 703 (i) of Title VII of the Civil Rights Act of 1964 (only if the required Tribal certification form/ID has been provided).

Preference will also be given to Veteran's only if the required DD214 is provided.

**If you have any questions, please call (605) 224-8661, Ext. 113.**

Failure to complete the application in its entirety or failure to submit the above required items will result in an incomplete application. Incomplete applications will not be considered for employment and will not be returned to you.

**PILC IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Revised: 03/2026

Cheyenne River Sioux Tribe  
Crow Creek Sioux Tribe  
Flandreau-Santee Sioux Tribe  
Lower Brule Sioux Tribe  
Oglala Sioux Tribe  
Omaha Tribe of Nebraska  
Rosebud Sioux Tribe  
Santee Sioux Tribe of Nebraska  
Sisseton-Wahpeton Dakota Nation  
Spirit Lake Nation  
Standing Rock Sioux Tribe  
Three Affiliated Tribes  
Turtle Mountain Band of Chippewa Indians  
Winnebago Tribe of Nebraska  
Yankton Sioux Tribe