

Application Instructions

Our application process is all electronic and all applications **MUST BE** submitted through our website. The following information will help expedite the application process.

- Please click on the job title link to download a copy of the job description
- Please click here <http://cherokeenationcomprehensivecare.appone.com/> to apply for the job
- You should write down your username and password for later reference
- You will be prompted to upload your resume.
- The online application process will vary in time from 15-45 minutes.
- Please apply using either a laptop or a desktop computer
- You **CANNOT** apply using a cell phone or an I-Pad (Notepad) device
- You must answer all of the questions for your application to be classified as complete
- You must provide three references with phone numbers for your application to be complete
- You are strongly encouraged to spell check your application prior to submission.
- Our offices are open Monday- Friday from 8 AM to 5 PM.
- We are closed on all federal and state observed holidays.
- Please direct questions to the human resources manager at 918-453-5161 or the human resource assistant at 918-453-5940 during normal business hours.
- Due to time constraints, not all applicants can be interviewed for every position. Please make sure you list all your skills and experience related to the position.
- Cherokee Elder Care works 100% with the frail and elderly. Please make sure to list any work or volunteer experience directly related to working with the frail and elderly.

Thank you for your interest in Cherokee Elder Care.