

Application for Employment

Employment Interest

Current Date (m/d/yy)	Date Available (m/d/yy)	Position Desired	Minimum Salary Desired
What work schedule are you seeking? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Temporary-to-hire <input type="checkbox"/> On-call			
Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____			
From what specific source did you first learn of this position? _____			

Personal Data

Last Name	First Name	Middle Name	Social Security Number
Street Address	Mailing Address		Home Phone
City	State	Zip	Cell Phone/Email address

Employment History

Please list all employment activity for the past 10 years, starting with your most recent position. A resume may be attached but will not be accepted in place of any information required on this form.

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but only after I have given current employer my notice to terminate employment.	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Dates (mm/yy) From: to	Name of Employer:
Starting Salary:	Address:
Ending Salary:	Name and Title of Immediate Supervisor:
Telephone Number:	Your Title:
Reason for leaving or wishing to leave:	Duties:
May we contact this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Education

Please complete for all that apply.

	School / Organization Name	Location (City/State)	Field of Study / Degree
<input type="checkbox"/> Some high school			
<input type="checkbox"/> High school graduate / G.E.D.			
<input type="checkbox"/> Some college			
<input type="checkbox"/> Associate degree			
<input type="checkbox"/> Bachelor's degree			
<input type="checkbox"/> Master's degree			
<input type="checkbox"/> Doctorate degree			
<input type="checkbox"/> Professional certification			

References

Please provide at least three references from previous and/or current supervisors.

Name	Company	Title	Phone / Email

Other Pertinent Information

Are you 18 years of age or older? Yes No

If hired, you will be required to furnish proof that you are legally authorized to work in the United States.

If under 18 years of age, can you furnish a work permit on or before your first day of work? Yes No

Are you able to perform the essential duties of the job(s) for which you are applying, as described, with or without reasonable accommodation? Yes No

Have you ever been convicted of any crime as an adult (excluding traffic violations other than felonies)? A conviction includes a plea, verdict, or finding of guilt, regardless of whether sentence is imposed by the court. *A criminal conviction will not necessarily disqualify an applicant from employment.* Yes No

If yes, explain:

Do you have any relatives working for this organization? Yes No

If yes, please provide name, department for which the individual works, and your relationship to the individual.

Do you have a valid Driver's License? Number _____ State _____

Are you a shareholder of an Alaskan Native Corporation? Yes No If yes please list Corporations. _____

Applicant Statement

I certify that the answers given in this application are true and correct and that I have not withheld any facts or circumstances. I understand that all answers given on my application for employment are subject to verification. I understand that if I'm employed by **KIKIKTAGRUK INUPIAT CORPORATION**, any false statement, misrepresentation, or omission of facts on this application of employment or on any supporting documents, regardless of when discovered to be false or omitted, may be sufficient reason for immediate dismissal.

I understand that the information provided in my application for employment will be verified, including academic background, employment history, and any criminal convictions which may be on my record. I give **KIKIKTAGRUK INUPIAT CORPORATION** consent to conduct a background and criminal record check. I also authorize my past employers and schools to give to **KIKIKTAGRUK INUPIAT CORPORATION** pertinent information about me. I also understand that all offers of employment are contingent upon verification of the information provided in my application of employment.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for purposes of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal laws.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to complete a new application.

If I am hired, I understand that I'm free to resign at any time, with or without cause and that the employer reserves the right to terminate my employment at any time, with or without cause. This application does not constitute an agreement or contract for employment for any specified period, or definite duration. I understand that the employer is not authorized to make any assurances to the contrary, and that no implied, oral and/ or written agreements contrary to the foregoing language are valid unless they are in writing and signed by the employers President.

I also understand that if I'm hired I will be required to provide proof of identity and legal documentation authorizing me to work in the United States.

I certify that I have read and fully understand and accept all the terms of the foregoing Applicant Statement>

Signature: _____

Date: _____

Print Name: _____