

Native Village of Unalakleet
PO Box 270
Unalakleet, AK 99684-0270
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APPLICATION FOR EMPLOYMENT

PLEASE PRINT CLEARLY!

Date of application: _____ Position applying for: _____

Application valid for two years from this date unless updated. Please initial any changes.

First Name Middle Initial Last Name

PO Box City State Zip Code

SSN: ____/____/____ DOB: ____/____/____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Are You a US Citizen? () Yes () No

If not, Country of Citizenship: _____

Do you have a valid Driver's License? () Yes () No

If Yes, Issuing State: _____ Driver's License #: _____

Commercial Driver's License (CDL)? () Yes () No

CDL Endorsement? _____

Enrolled to Native Village of Unalakleet? () Yes () No

If not, which Tribe: _____

Have you ever filed an application with us before? () Yes () No

Date: _____

Have you ever been employed here before? () Yes () No Date: ____/____/____

Position: _____

Date Available to Start Work: _____

Full-time: ____ Part-time: ____ Shift-work: ____ Temporary: ____

Are you currently laid-off and subject to recall? _____ Date: _____

Are you willing to travel if the job requires it? () Yes () No

Have you been convicted of any crimes? () Yes () No If yes, please explain:

HIGH SCHOOL EDUCATION

High School Diploma? () Yes () No

GED Diploma? () Yes () No

If not, last grade completed: _____

Please provide name and location of last school attended.

COLLEGE/UNIVERSITY

Please give complete accurate information and attach copy of transcripts and or certificates.

Name/Address/Location and Phone Number	Dates Attended Month/Year	Credits Earned	Graduated? Degree/Year	Major/Degree/Certificate Earned

VOCATIONAL TRAINING

Please give complete accurate information and attach copy of transcripts and or certificates.

Name/Address/Location and Phone Number	Dates Attended Month/Year	Course of Study	Certificate/Credits

Please list any other professional licenses or registration:

Summarize special skills and qualifications acquired from employment and other experience:

EMPLOYMENT HISTORY

Start with your recent employer. This information must be complete and accurate. Use another sheet if necessary.

Employer: _____

Start Date: _____ End Date: _____

Employer address: _____

Contact Phone: _____

Starting pay: _____ Ending Pay: _____

Job Title: _____

Supervisor: _____

Reasoning for leaving: _____

Work performed: _____

Employer: _____

Start Date: _____ End Date: _____

Employer address: _____

Contact Phone: _____

Starting pay: _____ Ending Pay: _____

Job Title: _____

Supervisor: _____

Reasoning for leaving: _____

Work performed: _____

Employer: _____

Start Date: _____ End Date: _____

Employer address: _____

Contact Phone: _____

Starting pay: _____ Ending Pay: _____

Job Title: _____

Supervisor: _____

Reasoning for leaving: _____

Work performed: _____

EMPLOYMENT REFERENCES

List three (3) references not related to you:

Name: _____

Address: _____

Contact Number: _____

Name: _____

Address: _____

Contact Number: _____

Name: _____

Address: _____

Contact Number: _____

In case of an emergency during employment, please contact:

Name: _____

Address: _____

Contact Number: _____ Relationship: _____

APPLICANT DATA RECORD

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap. As employers, government contractors, we comply with government regulations, and affirmative action responsibilities. Solely, to help us comply with government record keeping, reporting, or other legal requirements, please fill out data record. This data is for periodic government reporting and will be kept in a confidential file separate from the application of employment.

Name: _____ Position applied for: _____

Address: _____

Phone Number: _____

Per Section 5 of the NVU Personnel Policies & Procedures: The Native Village of Unalakleet shall exercise zero tolerance of drugs and/or alcohol. Alcohol and/or drug tests will be conducted on Native Village of Unalakleet employees, if necessary, to determine whether this policy is being violated. All employees shall be subject to random testing and/or a background check may be required.

I certify that the information I provided is true and complete to the best of my knowledge and belief. I have read and understood the Native Village of Unalakleet alcohol and/or drug testing policy.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Position applied for is open: _____

Position considered for: _____ Date: _____

NATIVE PREFERENCE PER PUBLIC LAW 93-68

Application may be updated twice before a new one needs to be filled out. Thank you.

UPDATED: ___/___/___ Initials _____

UPDATED: ___/___/___ Initials _____