

Native Village of Unalakleet
PO Box 270
Unalakleet, AK 99684-0270
PH: (907) 624-3622
FAX: (907) 624-3621

Email: admin@unkira.org or vjohnson@kawerak.org

APPLICATION FOR EMPLOYMENT

Please print clearly

Date of application: _____

(Application is valid for two years from this date unless updated. Please initial any/all changes.)

Position applying for: _____

First name Middle Initial Last name

Address City State Zip code

Home phone: (_____) _____ Alternate phone: (_____) _____

Email address/es: _____

DOB: ____/____/____
MM DD YYYY

SSN: ____/____/____

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 applied with NVU before? ()Yes ()No; Application Date: ___ / ___ / ___

Have you been employed with NVU before? ()Yes ()No

Position: _____

Date available to start: _____

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

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

Are you willing to travel if the job requires it? _____

Have you been convicted of any crimes? ()Yes ()No

If yes, please explain:

HIGH SCHOOL EDUCATION

High School Diploma? ()Yes ()No or GED diploma? ()Yes ()No

If not, last grade completed: _____

Please provide the name & address of the school you *graduated from* or *last attended*:

COLLEGE/UNIVERSITY

Please give complete & accurate information and attach copy of transcript or certificate.

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

VOCATIONAL TRAINING

Please give complete & accurate information and attach copy of transcript or certificate.

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

List any professional licenses or registration:

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

Please list your computer skills and proficiency level in all programs (i.e. WORD, EXCEL, etc.):

EMPLOYMENT HISTORY

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

Employer: _____

Employer address: _____

Work phone (_____) _____ Alternate phone (_____) _____

Job Title: _____ Supervisor: _____

Starting pay: \$ _____ Ending Pay: \$ _____

Start Date: _____ End Date: _____ Reason/s for leaving: _____

Work performed: _____

EMPLOYMENT HISTORY continued:

Employer: _____

Employer address: _____

Work phone: (____) _____ Alternate phone: (____) _____

Job Title: _____ Supervisor: _____

Starting pay: \$ _____ Ending Pay: \$ _____

Start Date: _____ End Date: _____ Reason/s for leaving: _____

Work performed: _____

Employer: _____

Employer address: _____

Work phone: (____) _____ Alternate phone: (____) _____

Job Title: _____ Supervisor: _____

Starting pay: \$ _____ Ending Pay: \$ _____

Start Date: _____ End Date: _____ Reason/s for leaving: _____

Work performed: _____

Attach sheet for additional employment history if needed.

May NVU contact your current or past supervisor/s? (___)Yes (___)No

EMPLOYMENT REFERENCES

Please list three (3) references NOT related to you.

Name: _____

Address: _____

PH #: _____ Alternate #: _____

Name: _____

Address: _____

PH #: _____ Alternate #: _____

Name: _____

Address: _____

PH #: _____ Alternate #: _____

Necessary: Alternate Name: _____

Address: _____

PH #: _____ Alternate #: _____

In case of an emergency during my employment, please contact:

Name: _____

Address: _____

Phone Number/s: _____

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.

Position applied for: _____

Name: _____

Address: _____

Phone Number/s: _____

Per NVU Personnel Policies & Procedures Article 2, Section 5: 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 applicants may be subject to a background check and drug or alcohol testing may be required.

I certify that the information I provided on this application 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 _____