

KIKIKTAGRUK INUPIAT CORPORATION

PO Box 1050
Kotzebue, AK 99752
(907) 442-3165
Fax: (907) 442-2165

APPLICATION FOR EMPLOYMENT

Kikiktagruk Inupiat Corporation (KIC) is an Equal Opportunity Employer, who complies with the American Disabilities Act. Applicants requiring reasonable accommodations with completing the application and/or interview process should notify KIC's Human Resources Department.

Position(s) Applying For: _____ Date: ____/____/____

PERSONAL INFORMATION:

Name: _____ SSN: _____ - _____ - _____

Mailing Address: _____

Home #: (____) _____ - _____ Message #: (____) _____ - _____ E-Mail: _____

If you are under 18 years old, can you furnish a work permit? Yes No If no, please explain: _____

Were you previously employed at KIC? Yes No If yes, provide dates and positions: _____

Are you legally eligible to work in the US? Yes No If no, provide required documentation upon KIC's request.

Date available for work: ____/____/____ What is your desired salary range: \$ _____ to \$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Youth Employment

Were you ever convicted of a crime? Yes No If yes, provide dates and offense: _____
(Answering "Yes" to this question does not bar you from employment. Factors of seriousness and nature of the offense, and whether rehabilitation services were obtained specific to the offense will be taken into account.)

Do you have a valid Alaska Drivers License (ADL)? Yes No If yes, provide ADLN: _____

EMPLOYMENT HISTORY:

Provide employment history for the last 10 years, and/or voluntary activities, beginning with the most recent.

Employment Date: From: _____ To: _____	Job Title:	Immediate Supervisor:	Telephone #:
Employer and Address:		Summarize nature of work performed and job responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:		
Employment Date: From: _____ To: _____	Job Title:	Immediate Supervisor:	Telephone #:
Employer and Address:		Summarize nature of work performed and job responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:		
Employment Date: From: _____ To: _____	Job Title:	Immediate Supervisor:	Telephone #:
Employer and Address:		Summarize nature of work performed and job responsibilities:	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:		

SKILLS and QUALIFICATIONS:

Summarize any training, skills, licenses, and/or certificates that you have obtained that would indicate that you qualify for the functions of the job for which you are applying: _____

_____.

EDUCATIONAL BACKGROUND:

Name and Location	Years Completed	Degree	Course of Study

REFERENCES:

Name	Telephone Number	Years Known

SHAREHOLDER INFORMATION:

Are you a Shareholder of an Alaskan Native Corporation? Yes No If yes, please list Native Corporation(s):

APPLICANT STATEMENT:

I certify that all information I have provided is true, complete and correct. I understand that any information provided by me found to be false, incomplete or misrepresented will be: 1.) sufficient cause to disqualify me as a candidate for employment at KIC; and/or 2.) will be grounds for immediate termination of employment at KIC.

I authorize KIC to contact and obtain personal and professional information from all previous employers, and my references listed above, to verify accuracy of all information provided by me within this application, resume, or job interview. I hereby waive any and all claims I may have regarding the previous employers and references for seeking, gathering and using such information in my employment process.

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 fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause by providing two weeks notice, and that the employer reserves the right to terminate my employment at any time, with or without cause by providing two weeks notice. 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 employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal documentation authorizing me to work in the United States, and that federal immigration laws require me to complete an I-9 Form for this purpose.

DO NOT SIGN THIS APPLICATION UNTIL YOU HAVE READ THE "APPLICANT STATEMENT."

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

Signature of Applicant: _____

Date: ___ / ___ / ___

