

APPLICATION FOR EMPLOYMENT and Volunteer

Personal Information								
Name:						Date:		
La	ast		First		MI			
Mailing Address: Cell Phone:								
City/State/ZIP:								
E-mail:	E-mail: Other Telephone:							
 What pos 	What position are you applying for?							
 Starting s 	arting salary preferred: \$							
 Are you a 	re you at least 18 years of age?						🗌 Yes 🗌 No	
Are you authorized to work in the U.S. on an unrestricted basis? If you are hired, you must provide authorization to work in the U.S.								
 Availabilit 	ability to work:						U Volunteer	
 Are you w 	villing to work overt	ime if require	ed?				🗌 Yes 🗌 No	
 Do you hat 	ave a valid AK drive	er's license?)				🗌 Yes 🗌 No	
							☐ Yes ☐ No	
without re	asonable accomm	odation, incl	uding i	ts work attend	dance requi	rements?		
EDUCATION								
School	Name and Lo School	ocation of		Major/Minor rse of Study	Years Completed	Did you graduate?	Degree or Diploma	
Graduate								
College/University								
Vocation/Trade/ Technical								
High School								
LICENSES, REGISTRATIONS, CERTIFICATIONS								
DO NOT INCLUDE DRIVER'S LICENSE								
ТҮРЕ	STATE ISSUED	DATE ISSUED		EXPIRE	S	NUMBER	ELIGIBLE	
KNOWLEDGE, SKILLS, ABILITIES								

Please describe additional skills, knowledge, and abilities or any other information that you believe is relevant for employment with Cook Inlet Native Head Start (ex., computer knowledge, software, hardware, typing speed, languages)

Application continued...

				HISTORY			
Start with your most recei	nt employer. Answer all q	uestions. No	t acceptable	to write "see i	resume." Atta	ich additional pag	les if necessary.
					Dates of Empl	ovment [.]	
Company Name:		Job Title:			From:	To:	
Address:	Telep	hone #:			Supervisor:		
	Hourly P				Reason for		
City/State/Zip:	Start:		End:		Leaving:		
Describe your Job Duties (be	specific):						
May we contact this employe	er? □ Yes □ No Ifr	no, explain:					
			OYMENT	HISTORY			
Start with your most recei	nt employer. Answer all q				resume." Atta	ch additional pag	es if necessary.
-		1 1	•				-
OName		Leb Titles			Dates of Empl		
Company Name:		Job Title:			From:	To:	
Address:	I elep Hourly P	hone #:			Supervisor:		
City/State/Zip:	Start:	uj.	End:		Reason for Leaving:		
Describe your Job Duties (be				1	g.		
May we contact this employe		a avalain.					
May we contact this employe	er? 🗌 Yes 🗌 No Ifr	io, explain:					
		EMDL		HISTORY			
Start with your most reco	nt employer. Answer all q				rocumo " Atta	ch additional nag	les if necessary
Start with your most recei	ni employer. Answer all q	uestions. No		to write see i	esume. Alla	ich additional pag	es il liecessary.
					Dates of Emp	oyment:	
Company Name:	I	Job Title:			From:	To:	
Address:		hone #:			Supervisor:		
	Hourly F	Pay:			Reason for		
City/State/Zip: Describe your Job Duties (be s	Start:		End:		Leaving:		
Describe your Job Dulles (be	specific).						
	I						
May we contact this employe	er? ∐ Yes ∐ No Ifr	no, explain:					

Application continued...

EMPLOYMENT HISTORY						
Start with your most recent employer. Answer all questions. Not accep	table to write "see resume." Attach additional pages if necessary.					
	Dates of Employment:					
Company Name: Job Title:	From: To:					
Address: Telephone #:	Supervisor:					
Hourly Pay:	Reason for					
City/State/Zip: Start: End						
Describe your Job Duties (be specific):						
May we contact this employer? Yes No If no, explain:						
	ENT HISTORY					
Start with your most recent employer. Answer all questions. Not accep	table to write "see resume." Attach additional pages if necessary.					
	Dates of Employment:					
Company Name: Job Title:	From: To:					
Address: Telephone #:	Supervisor:					
Hourly Pay:	Reason for					
City/State/Zip: Start: End						
Describe your Job Duties (be specific):						
May we contact this employer? Yes No If no, explain:						
EMPLOYMENT HISTORY						
Start with your most recent employer. Answer all questions. Not acceptable to write "see resume." Attach additional pages if necessary.						
	Dates of Employment:					
Company Name: Job Title:	From: To:					
Address: Telephone #:	Supervisor:					
Hourly Pay:	Reason for					
City/State/Zip: Start: End Describe your Job Duties (be specific):	d: Leaving:					
Describe your Job Duties (be specific).						
May we contact this employer? Yes No If no, explain:						

Application continued...

REFERENCES							
You must include with your application a list of at least three professional references whom we may contact to obtain work related performance information.							
	1	2	3				
NAME							
COMPANY NAME							
MAILING ADDRESS							
CITY/STATE/ZIP							
PHONE NUMBER							
EMAIL ADDRESS							

APPLICANT'S CERTIFICATION APPLICANTS, PLEASE READ THE FOLLOWING:

I certify, understand, and agree that the facts described in this employment application are true. I understand that if I am employed and have made any false statements, omissions, or misrepresentations, it will be sufficient cause for cancellation of the application and/or immediate dismissal from Cook Inlet Native Head Start.

I authorize Cook Inlet Native Head Start to investigate my employment history and education records to ascertain all information about my employment qualifications. I will not hold any persons and/or organizations liable for requesting or supplying such information.

Cook Inlet Native Head Start is an Equal Opportunity Employer and does not discriminate against race, sex, age, marital status, or religious preference. However, as a Tribal Program, the Cook Inlet Native Head Start Policy is subject to any rights and/or responsibilities available under Federal or State law.

Signature: Date: **BACKGROUND INFORMATION** 1. Have you ever been convicted of a felony? Yes No If yes, please explain: 2. Have you ever been convicted of a misdemeanor? Yes No If yes, please explain: 3. Cook Inlet Native Head Start requires an employee background check as a condition of employment. Should you be hired with Cook Inlet Native Head Start, the information provided on this application will be Initials used to perform a criminal background check and a reference check. Retention in any position is contingent upon satisfactory results from the background check.