



## APPLICATION FOR EMPLOYMENT and Volunteer

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

- What position are you applying for? \_\_\_\_\_
- Starting salary preferred: \$ \_\_\_\_\_
- Are you at least 18 years of age?  Yes  No
- Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No  
 If you are hired, you must provide authorization to work in the U.S.
- Availability to work:  Full-time  Part-time  Temp  Volunteer
- Are you willing to work overtime if required?  Yes  No
- Do you have a valid AK driver's license?  Yes  No
- Can you perform the essential functions of the job you are applying for with or without reasonable accommodation, including its work attendance requirements?  Yes  No

### EDUCATION

School	Name and Location of School	Major/Minor Course 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**

TYPE	STATE ISSUED	DATE ISSUED	EXPIRES	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...

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

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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:						

Application continued...

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

<b>APPLICANT'S CERTIFICATION</b>			
<b>APPLICANTS, PLEASE READ THE FOLLOWING:</b>			
<p><i>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></p> <p><i>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.</i></p> <p><i>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.</i></p>			
Signature:		Date:	

<b>BACKGROUND INFORMATION</b>	
<p>1. Have you ever been convicted of a felony? If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have you ever been convicted of a misdemeanor? If yes, please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. <i>Initials</i> _____</p>	<p>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 used to perform a criminal background check and a reference check. Retention in any position is contingent upon satisfactory results from the background check.</p>