

*Ketchikan Indian Community*  
*Main Office 2960 Tongass Avenue 5<sup>th</sup> Floor*

**APPLICATION FOR EMPLOYMENT**

PERSONAL	LAST NAME	FIRST NAME	INITIAL	DATE	
	STREET ADDRESS		MAILING ADDRESS	HOME TELEPHONE	
	CITY STATE & ZIP			BUSINESS TELEPHONE	
	POSITION YOU ARE APPLYING FOR:			SOCIAL SECURITY NUMBER	
	TRIBAL ENROLLMENT NUMBER:		Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No  Date available for work: _____		

EDUCATION		NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	GRADUATE SCHOOL					
	COLLEGE					
	BUSINESS/TRADE TECHNICAL					
	HIGH SCHOOL					

<b>MILITARY SERVICE</b>
HAVE YOU SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO
WHICH BRANCH? _____

# EMPLOYMENT

PLEASE GIVE ACCURATE, COMPLETE FULL-TIME AND PART-TIME EMPLOYMENT RECORD. START WITH YOUR PRESENT OR MOST RECENT EMPLOYER.

<b>1</b>	COMPANY NAME _____	TELEPHONE _____
	ADDRESS _____	EMPLOYED – (MONTH-DAY-YEAR) FROM _____ TO _____
	NAME OF SUPERVISOR _____	RATE OF PAY START _____ END _____
	JOB TITLE – DESCRIBE YOUR WORK _____	HOURS PER WEK: _____
	_____	REASON FOR LEAVING: _____

<b>2</b>	COMPANY NAME _____	TELEPHONE _____
	ADDRESS _____	EMPLOYED – (MONTH-DAY-YEAR) FROM _____ TO _____
	NAME OF SUPERVISOR _____	RATE OF PAY START _____ END _____
	JOB TITLE – DESCRIBE YOUR WORK _____	HOURS PER WEK: _____
	_____	REASON FOR LEAVING: _____

<b>3</b>	COMPANY NAME _____	TELEPHONE _____
	ADDRESS _____	EMPLOYED – (MONTH-DAY-YEAR) FROM _____ TO _____
	NAME OF SUPERVISOR _____	RATE OF PAY START _____ END _____
	JOB TITLE – DESCRIBE YOUR WORK _____	HOURS PER WEK: _____
	_____	REASON FOR LEAVING: _____

Do you hold any professional licenses which may be of assistance to the position you are applying for?  YES  NO

If yes, please list them here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any relatives working at KIC?  Yes  No

If "YES", please list them here

Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your typing speed? \_\_\_\_\_ WPM

Can you use a 10 key?  Yes  No

Please list the computer packages you have experience with. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a felony within the past 7 years?  Yes  No

If "Yes", on what charge? \_\_\_\_\_ When did this take place? \_\_\_\_\_

Have you been convicted of a misdemeanor within the past 5 years?  Yes  No

If "Yes", on what charge? \_\_\_\_\_ When did this take place? \_\_\_\_\_

REFERENCES: List 3 references who are familiar with your job related abilities. Please do not list *personal references*.

Name:

Phone Number:

Years Known:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information I have entered in this application for employment is true and complete to the best of my knowledge.

I understand that if I deliberately conceal or enter false information that my application may be rejected, my name be removed from the list of eligible candidates, or that I may be terminated from any position I obtain using false information.

I agree that Ketchikan Indian Corporation may contact former employers or other persons who know me for more information as may be needed. My signature releases any former employers, school officials, etc., to give KIC any information which would assist me in obtaining employment with Ketchikan Indian Corporation.

Applicant's Signature

Date

**Check List:**

- Double check your application for completeness. Make sure we have a way to reach you should we need to contact you for an interview.
- Did you enter your Tribal Enrollment Number where it was called for on page 1? (Indian preference applies with few exceptions, per Contract regulations)
- Did you sign and date your application (preceding page)
- Have you included a resume with your application?
- Have you attached a copy of your valid Driver's license?
- If the position for which you are applying interacts with children/youth, you must provide a Criminal Record Check (Alaska State Troopers) and fingerprints for F.B.I. Investigation, if you are hired.

*Ketchikan Indian Corporation Main office  
2960 Tongass Avenue – 5<sup>th</sup> Floor  
Ketchikan, Alaska 99901  
Phone: (907) 228-4941 Fax: (907) 228-5245*