

Ketchikan Indian Corporation

Main Office - 2960 Tongass - 5th 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? YES NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U. S.? YES 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				

MILITARY SERVICE

HAVE YOU SERVED IN THE U. S. ARMED FORCES? YES NO

WHICH BRANCH? _____

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

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

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

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

4	COMPANY NAME _____	TELEPHONE () _____
	ADDRESS _____	EMPLOYED - (MONTH-DAY-YEAR) FROM _____ TO _____
	NAME OF SUPERVISOR _____	RATE OF PAY: START _____ END _____
	JOB TITLE - PLEASE DESCRIBE YOUR WORK _____	HOURS PER WEEK: _____
	_____	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 five 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 Alaska 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.

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Ketchikan AK 99901

Phone: (907) 225-5158

Fax: (907) 247-0429