



Organized Village of Kasaan Employment Application

NAME: _____
(Please Print)

DATE: ____/____/____

ADDRESS: _____
(Physical)

S.S. #: ____/____/____

(P.O. Box)

Home Telephone No: _____ Message Telephone No. _____

Date of Birth: _____ Male or Female

Ethnicity: Check one of the following

Caucasian African American American Indian Alaskan Native Asian Hispanic

Or Other : _____

I was born in: THE UNITED STATES OF AMERICA (enter "Y"):

ANOTHER COUNTRY: _____ (enter "N"):

I AM A USA CITIZEN, OR I AM A RESIDENT ALIEN WITH A WORK PERMIT ISSUED BY THE USA
DEPARTMENT OF JUSTICE (YES - ENTER "Y"; NO-ENTER "N"):

I HAVE BEEN A RESIDENT OF ALASKA FROM (____/____/____ to ____/____/____) Current

Do you have a valid Alaska's Drivers License? (YES - ENTER "Y"; NO-ENTER "N"):

Veterans preference: (list dates, Branch and Type of Discharge)

Title of Position I am applying for: _____

My qualifications for this position are: _____

Educational Experience:

Do you have a High School Diploma or GED? YES NO Date received: _____

College, University, or Graduate School							Office
Name and Location of School	Dates Attended	# Qtr. Hrs.	# Sem. Hrs.	Other	Majors or Sub. Taken	Degree Type & Year	Use Only

Other Education/Training (Vocational, Technical, or Other)						Office
Name and Location of School	Type of School	Dates Attended	Courses Completed	Subjects Taken	Certificate/ Degree	Use Only

Administrative Experience	Technical Experience	
Typing Yes WPM _____ No	Type of hardware, software, and networking expertise	Years of Experience
Dictation Yes WPM _____ No		
Keyboarding Yes WPM _____ No		

List any additional skills and/or equipment experience you have acquired	List other technical skills

Professional memberships, certificates, or licenses held:

Have you ever been employed by Organized Village of Kasaan?	Yes When __ _____ <input type="checkbox"/> No
Do you have any relatives currently employed by Organized Village of Kasaan?	<input type="checkbox"/> Yes Name: _____ Relationship: _____ <input type="checkbox"/> No
Have you ever been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction record will not necessarily bar you from employment.)	<input type="checkbox"/> Yes If yes, please indicate the date and nature of offense. _____ _____
	<input type="checkbox"/> No
Have you ever held a security clearance?	<input type="checkbox"/> Yes Date: _____
	Type of clearance: _____
	Name of issuing agency: _____
	<input type="checkbox"/> No

MY PREVIOUS WORK EXPERIENCE:

1. _____
Position/Title _____ Company Name and Supervisor's Name _____
Start date: _____ Address _____
Ending date: _____
Beginning salary: _____
Ending salary: _____ Telephone No.: _____
Job Duties: _____

Reason for Leaving: _____

2. _____
Position/Title _____ Company Name and Supervisor's Name _____
Start date: _____ Address _____
Ending date: _____
Beginning salary: _____
Ending salary: _____ Telephone No.: _____
Job Duties: _____

Reason for Leaving: _____

3. _____
 Position/Title _____ Company Name and Supervisor's Name _____

Start date: _____
 Address _____

Ending date: _____

Beginning salary: _____

Ending salary: _____
 Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____

REFERENCES:

	NAME	ADDRESS	TELEPHONE NO.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any fact on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

Signature: _____ Date: _____