



Northwest Arctic Borough

Serving the Communities of:

Ambler Buckland Candle Deering Kiana Kivalina Kobuk
 Kotzebue Noatak Noorvik Selawik Shungnak

EMPLOYMENT APPLICATION

TYPE OF WORK I AM SEEKING (*please circle one*): **TEMPORARY** **FULL TIME**

POSITION APPLIED FOR: _____

YOUR NAME: _____
First Middle Initial Last

ADDRESS: _____
Street or PO Box City State Zip

TELEPHONE: _____
Daytime Evening Cell

EMAIL: _____

Drivers License No: _____ State: _____

EDUCATION

School Name	School Address	Years Completed	Field of Study	Diploma/Degree

MILITARY SERVICE

Dates: _____ Branch: _____

Specialized Training: _____

REFERENCES

*List three personal references that are **not** relatives or former supervisors*

REFERENCE 1	REFERENCE 2	REFERENCE 3
Name	Name	Name
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number
Occupation	Occupation	Occupation
Years Known	Years Known	Years Known

EMPLOYMENT

Please list your work experience for the past three years beginning with your most recent job held first. Include summer and/or temporary jobs. If you were self-employed, provide firm name.

Employer					
Address					
Employment Start Date		Employment End Date			
Salary		Phone Number			
Job Title		Supervisor			
Job Duties:					
Reason for Leaving:					

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Professional Licenses, Certifications and/or Registrations:

Types of electronic or mechanical equipment or machines that you are qualified to operate:

Other specialized skills
Typing Speed: _____ Dictation: _____ 10-Key: _____
Office Machines: _____

Are there any additional skills or information regarding the career or occupation you are applying for that you would like to bring to our attention? If so, please state below:

INFORMATION FOR 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 facts 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. I hereby authorize the Northwest Arctic Borough to investigate the information contained in this application for employment, including contacting previous employers for information regarding my previous employment, and hereby release the Northwest Arctic Borough from any liabilities, damages, or claims related to the processing of this application.

If necessary for employment in a specific position, you may be required to:

- Have a physical examination
 - Provide proof of citizenship or date of birth
 - Sign a conflict of interest agreement and abide by it's terms
-

I understand and agree to the terms stated above:

Signature of Applicant

Date signed

EQUAL EMPLOYMENT OPPORTUNITY

While many employers are required by federal law to have an Affirmative Action Program, all employers are also required to provide Equal Employment Opportunity and may ask your national origin, race and sex for planning and reporting purposes only.