



# NATIVE VILLAGE OF KOTZEBUE

## KOTZEBUE IRA

### EMPLOYMENT APPLICATION

The Native Village of Kotzebue (NVOK) Personnel Department distributes a list of job classes open for application with a description of each. Please read these descriptions BEFORE you fill out this application to check that you have the education and/or experience required for the position you are applying for. You can find the list of job classes that provide more information about completing this application form at the NVOK Personnel Department listed below.

If you wish to update an application already on file with us, you may do so provided the job class is open for recruitment. However, if the application on file is more than 6 months old, you must submit a new (complete) application.

Complete all parts of this application except any that are not mandatory. An application which does not contain essential information or which is illegible will be returned to you. REPORT ADDRESS AND TELEPHONE CHANGES PROMPTLY TO OUR PERSONNEL OFFICE LISTED BELOW. Please be sure to keep a complete copy of your application for your records.

All NVOK employees are subject to mandatory pre-employment, random, and reasonable cause drug testing.

**The Social Security Number will be used only as an identifier in our computer files. If you do not wish to give us your Social Security Number, we will assign an identification number to you. This number must be used in all correspondence or inquiries regarding applications.**

**Submit your completed application to: Native Village of Kotzebue  
PO Box 296  
Kotzebue, Alaska 99752  
(907) 442-3467**

**Indian Preference:** For positions that qualify, in accordance with P.L. 93-638 when filling vacancies by promotion, reassignment, initial appointment, transfer, or reinstatement, priority in selection will be given to otherwise qualified Indian candidates who present proof of eligibility for Indian Preference. Verification may be requested by the Native Village of Kotzebue.

**Drug and Alcohol Free Work Place:** The Native Village of Kotzebue is committed to maintaining a work place in which all employees can maintain a safe, healthful, drug and alcohol free environment. The Native Village of Kotzebue affirms support of the Drug-Free Work Force Act of 1988.

Official Use Only Date Received: / / Received by: \_\_\_\_\_

**1. POSITION APPLYING FOR:** (Use Official Job Class Title Only)

\_\_\_\_\_

**2. LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **M.I.** \_\_\_\_\_

**3. MAILING ADDRESS:**

\_\_\_\_\_  
**STREET OR PO BOX**

\_\_\_\_\_  
**CITY, STATE**

\_\_\_\_\_  
**ZIP CODE**

**4. TELEPHONE NUMBERS:**

(\_\_\_\_) \_\_\_\_\_ //(\_\_\_\_) \_\_\_\_\_  
**HOME BUSINESS OR MESSAGE PHONE**

**5. SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**6. ALASKA RESIDENT:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**SINCE:** \_\_\_\_\_ / \_\_\_\_\_  
**MO. YEAR**

**7. VALID ALASKA DRIVER'S LICENSE:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**DRIVER'S LICENSE #** \_\_\_\_\_ **EXP:** \_\_\_\_\_

**8. EMPLOYMENT ELIGIBILITY**

**Do you have a legal right to accept employment in the United States?**

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**9. EMPLOYMENT STATUS**

\_\_\_\_\_ **I have never been employed by the NVOK**

\_\_\_\_\_ **Not employed by the NVOK now, but I have been in the past.**

**If you have been employed by us before, please give dates:**

\_\_\_\_\_  
\_\_\_\_\_ **Employed by the NVOK now, indicate status below.**

\_\_\_\_\_ **Regular Full-Time**

\_\_\_\_\_ **Temporary Employee**

- Regular Part-Time
- Seasonal Employee
- Casual Employee

How did you hear about this position?

- Job Service                       Personal Friend
- NVOK                                       Personnel Department

10. Please list three references. (Such as former supervisor, colleague, friend, preferably not relatives.)

NAME	TELEPHONE	NO. OF YEARS KNOWN
A. _____		
B. _____		
C. _____		

11. Are you the minimum working age of 18?  YES  NO  
 If no, can you provide a copy of a work permit?  YES  NO

12. Date eligible for work: \_\_\_\_\_ What is your desired salary? \_\_\_\_\_

13. Type of employed desired:  
 Full-Time                       Part-Time  
 Temporary/Seasonal       Other \_\_\_\_\_ (Please list)

Have you ever been convicted of a felony?  YES  NO  
 If yes, please explain:

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A positive response is not an automatic bar for employment in the organization. The offense for which the person was convicted in relation to the position to which they have applied will be considered.

14. Are you a veteran of the armed forces of the U.S.A.?  YES  NO  
 Are you a special disabled veteran?  YES  NO

**Optional Information:** The following information requested is being gathered by The Native Village of Kotzebue to fulfill Federal Equal Employment opportunity reporting requirements. Your responses are strictly voluntary, but we urge you to complete all items. Failure to provide this information will not subject you to adverse effects.

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

**Race, Ethnicity, and Gender Information**

Alaska Native	<input type="checkbox"/> Male	<input type="checkbox"/> Female
American Indian/Native American	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Asian/Pacific Islander	<input type="checkbox"/> Male	<input type="checkbox"/> Female
African-American	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Hispanic	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Caucasian/White	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Other:	<input type="checkbox"/> Male	<input type="checkbox"/> Female

**Employment history**

Please provide the following information on your last three (3) employers that pertain to the p applying for. (You may submit resume, however the below portion needs to be filled out.)

From	To	Employer	Telephone #
Starting Job title/Final Job title		Address	
Immediate Supervisor & title		Summarize the nature of work performed:	
May we contact for reference?			
Reason for leaving:		Hourly/Salary Rate Start: \$ PER Final: \$ PER	

From	To	Employer	Telephone #
Starting Job title/Final Job title		Address	
Immediate Supervisor & title		Summarize the nature of work performed:	
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Reason for leaving:		Hourly/Salary Rate Start:\$ PER Final: \$ PER	

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May we contact for reference?			
Reason for leaving:		Hourly/Salary Rate Start:\$ PER Final: \$ PER	

**Educational Background**

Name & Location	Number of years completed	Graduated		Course of Study
		Yes	No	
High School				
College				
Other				

**Applicant Statement**

I certify that all the information that I have provided in order to apply for The Native Village of Kotzebue is true, complete and correct.

I understand that any information on this application provided by me that is found to be false, incomplete or misrepresented in any respect will be a sufficient cause to:

- 1.) Cancel any further consideration of this application
- 2.) Immediately discharge me from the employer’s service, upon discover of evidence.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment, it will be necessary to reapply and fill out a new application.

I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s Executive Director.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I also understand that the Native Village of Kotzebue has a Drug and Alcohol Free Workplace policy in place and that if selected, employment will be contingent on passing a drug test.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms in the foregoing applicant statement.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_