

# COOK INLET NATIVE HEAD START APPLICATION FOR EMPLOYMENT

Personal Information			
Name:		Date:	
Last	First	MI	Telephone:
Address:		Cell Phone:	
City/State:		Zip Code:	
E-mail:			
<ul style="list-style-type: none"> <li>◆ What position are you applying for? _____</li> <li>◆ Starting salary preferred:         \$ _____</li> <li>◆ Are you at least 18 years of age? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></li> <li>◆ Are you authorized to work in the U.S. on an unrestricted basis? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> If you are hired, you must provide authorization to work in the U.S.</li> <li>◆ Availability to work:                   <input type="checkbox"/> Full-time    <input type="checkbox"/> Part-time    <input type="checkbox"/> Temp.</li> <li>◆ Are you willing to work overtime if required? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></li> <li>◆ Do you have a valid AK driver's license? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></li> <li>◆ Can you perform the essential functions of the job you are applying for with or without reasonable accommodation, including its work attendance requirements? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span></li> </ul>			

EDUCATION					
School	Name and Location of School	Major/Minor Course of Study	Years Completed	Did you graduate?	Degree or Diploma
Graduate					
College/University					
Vocation/Trade/Technical					
High School					

LICENSES, REGISTRATIONS, CERTIFICATIONS					
DO NOT INCLUDE DRIVER'S LICENSE					
TYPE	STATE ISSUED	DATE ISSUED	EXPIRES	NUMBER	ELIGIBLE

## KNOWLEDGE, SKILLS, ABILITIES

*Please describe additional skills, knowledge and abilities or any other information that you believe is relevant for employment with Cook Inlet Native Head Start (ex. computer knowledge, software, hardware, typing speed, languages)*

## EMPLOYMENT HISTORY

*Start with your most recent employer. Answer all questions. Not acceptable to write "see resume." Attach additional pages if necessary.*

Company Name:		Job Title:		Dates of Employment:	
				From:	To:
Address:		Telephone #:		Supervisor:	
City/State/Zip:		Hourly Pay:		Reason for Leaving:	
		Start:	End:		

Describe your Job Duties (**be specific**):

May we contact this employer?  Yes  No If no, explain:

## EMPLOYMENT HISTORY

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Company Name:		Job Title:		Dates of Employment:	
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City/State/Zip:		Hourly Pay:		Reason for Leaving:	
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				From:	To:
Address:		Telephone #:		Supervisor:	
City/State/Zip:		Hourly Pay:		Reason for Leaving:	
		Start:	End:		
Describe your Job Duties ( <b>be specific</b> ):					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:					

### EMPLOYMENT HISTORY

*Start with your most recent employer. Answer all questions. Not acceptable to write "see resume." Attach additional pages if necessary.*

Company Name:		Job Title:		Dates of Employment:	
				From:	To:
Address:		Telephone #:		Supervisor:	
City/State/Zip:		Hourly Pay:		Reason for Leaving:	
		Start:	End:		
Describe your Job Duties ( <b>be specific</b> ):					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:					

### REFERENCES

*You must include with your application a list of at least three **professional** references whom we may contact to obtain work related performance information.*

	1	2	3
NAME			
COMPANY NAME			
MAILING ADDRESS			
CITY/STATE/ZIP			
PHONE NUMBER			
FAX NUMBER			

**APPLICANT'S CERTIFICATION**

**APPLICANTS, PLEASE READ THE FOLLOWING:**

*I certify, understand and agree that the facts described in this application for employment are true. I understand that if I am employed, and have given any false statements, omissions or misrepresentations, it will be sufficient cause for cancellation of the application and/or immediate dismissal from Cook Inlet Native Head Start.*

*I hereby authorize Cook Inlet Native Head Start to investigate my employment history and education records to ascertain any and all information, which may be pertinent to my employment qualifications. I will not hold any persons and/or organizations liable for requesting or supplying such information.*

*Cook Inlet Native Head Start is an Equal Opportunity Employer and does not discriminate against race, sex, age, marital, or religious preference. However, as a Tribal Program, Cook Inlet Native Head Start Policy is subject to any rights and/or responsibilities available under Federal or State law.*

Signature:		Date:	
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**BACKGROUND INFORMATION**

1. Have you ever been convicted of a felony?  Yes  No  
If yes, please explain:

2. Have you ever been convicted of a misdemeanor?  Yes  No  
If yes, please explain:

3. *Initials* \_\_\_\_\_ Cook Inlet Native Head Start requires an employee background check as a condition of employment. Should you be hired with Cook Inlet Native Head Start, the information provided on this application will be used to perform a criminal background check and a reference check. Retention in any position is contingent upon satisfactory results from the background check.