



NOME ESKIMO COMMUNITY
 P.O. Box 1090
 Nome, Alaska 99762
 Phone: (907) 443-2246
 Fax: (907) 443-9144
jobs@necalaska.org
www.necalaska.org

APPLICATION FOR EMPLOYMENT

Completed applications can be sent to jobs@necalaska.org, faxed to 907-443-9144, mailed to PO Box 1090 Nome, AK 99762 or delivered to 200 W 5th Ave in Nome

APPLICANT INFORMATION

Date of Application:		Date r/c by NEC:
Position Applying For:		
Full Legal Name (First MI. Last):		
Mailing Address:		
Telephone	Home/Cell:	Message:
Email Address:		

* * * * *

All applicants for employment at Nome Eskimo Community (NEC) are required to complete a NEC Employment Application form. **NEC will not accept resumes from applicants as their sole means to applying for a position.** However, resumes may be attached to the application, but must not substitute for the Work History section of the Employment Application. In order to be considered for a particular position, the application must be received by NEC. by the closing date of the recruitment period. The application form must be filled out completely and accurately, including all education/experience history, and signed by the applicant. NEC will only review information provided on this application.

Are you a U.S. citizen* or otherwise eligible to work legally in the United States? Yes No

**Note: If you are hired, you must complete a form I-9 for the Immigration and Naturalization Service.*

Do you have a valid Alaska Driver's License? Yes No

Are you a veteran? Yes No If yes, what was your branch of military service? _____

Date of service: _____ Rank: _____

EDUCATION AND TRAINING: Mark the highest level/degree completed:

Some High School. Last Grade Completed _____

HS Diploma/GED Associates Bachelor Masters Doctorate

Last high school or GED school attended. Please list school's name, city, state, zip and year diploma/GED received if applicable: _____

COLLEGE/UNIVERSITY ATTENDED:

Name/Location	Dates Attended	Credits Earned	Graduated? Degree/Year	Major

VOCATIONAL TRAINING: Please attach a copy of transcript and certification received

Name of Institution/Location	Dates Attended	Course of Study	Certificate

List any professional licenses or registration:

Please note any training or experience relevant to the specific position for which you are applying:

Please provide your typing speed if the position requires you to type:

Speed: _____ words per minute # _____ Errors

EMPLOYMENT HISTORY: This section needs to be completed even if you submit a resume. Please give accurate full or part-time employment history. Start with your most recent employer. Use another sheet if necessary.

1. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

2. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

3. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

EMPLOYMENT HISTORY CONTINUED

4. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

5. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

6. Company:	From:	To:
Address:	Start Pay:	End Pay:
Telephone:	Supervisor:	
Job Title:	Hours worked/week:	
Duties:	Reason For Leaving:	

May we contact your previous employer(s)? Yes No

If No, Name of employer you do not wish for us to contact: _____

Reason:



Employment References

List below the names of three people who can serve as a professional reference for you. They should be people with whom you have worked. Please do not list personal references.

Name	Address	Phone	Occupation
1.			
2.			
3.			

List any immediate relatives employed by or affiliated with Nome Eskimo Community:

Name	Relationship	Department



EMERGENCY CONTACT

In case of an emergency during my employments, please contact:

Name:	Phone Number:
Address:	Relationship:



Criminal History Information

Have you been convicted of a misdemeanor or a felony, or have any pending criminal charges? Yes No

If yes*, please describe each pending charge or conviction for any state or jurisdiction and explain below. You may use an additional sheet if necessary.

*Note: A conviction will not automatically disqualify you for employment, but any offer of employment is conditioned on passing of a criminal background check and you will be disqualified for failure to disclose your criminal history. The nature of the conviction and relevance to the position applied for will be evaluated. Depending on your criminal history, federal law may prohibit NEC from employing you for certain positions. If you are charged with a crime after submitting this application but before an offer of employment is made, you must immediately notify NEC.

Are there any reasons or circumstances, which would keep you from performing the duties of this job? Yes No



Notice Regarding Native Preference for Hire

NEC exercises Native preference in employment and training for Alaska Natives and American Indians. In accordance with exemptions granted in Title VII of the Civil Rights Act of 1964 as amended and section 7 (b) of Public Law 93-638, the Indian Self-Determination Act as amended, NEC shall to the extent feasible: give preference in employment for all work performed under applicable contracts to qualified Alaska Natives/American Indians regardless of age, religion, or sex; further extend employment and training opportunities to Alaska Natives/American Indians, regardless of age, religion or sex that are not fully qualified.

For the purposes of determination of eligibility for positions that require native preference per P.L. 93-638, are you an Alaska Native or American Indian?

Are you a NEC tribal member? Yes No Enrollment # (if known): _____

Please include tribal or ANCSA Corporation Affiliation: _____

Notice Regarding Drug-Free Workplace and Drug Testing Requirements

NEC is a drug-free workplace in compliance with the federal Drug Free Workplace Act of 1998. Employees are prohibited from any use, manufacture, distribution, or possession of alcohol, drugs, or controlled substances in the workplace, and will be subject to disciplinary action or termination for violations NEC's drug free workplace and drug testing policies. Employee must report any criminal charges or convictions involving criminal drug statutes to NEC within five (5) calendar days. NEC may be required to report certain employee violations or convictions to federal or state agencies. Offers of employment are subject to a pre-employment drug screening; failure to take this test, or a positive result without valid explanation (such as use of validly prescribed medication), will void the offer of employment. All employees must agree in writing to abide by NEC's drug-free workplace and testing policies.

CERTIFICATION OF APPLICANT

I hereby certify that the information contained in this application for employment is correct to the best of my knowledge. I understand that if I am employed, false information on this application is grounds for dismissal. I hereby authorize NEC to investigate my past and present work, character, education, military, and police records to ascertain any and all information which may be pertinent to my employment qualifications unless I have indicated not to do so. I release from all liability or responsibility all persons or entities requesting such information on behalf of NEC. If I am employed by NEC, I agree to conform to the rules and regulations of NEC, and understand that any offer of employment is conditioned on passing a criminal background check and drug screening. I also understand that my employment is at-will and my employment with NEC can be ended with or without cause, and with or without notice, at any time, at the option of either NEC or myself.

Signature

Date



RELEASE OF INFORMATION AUTHORIZATION

I hereby authorize Nome Eskimo Community and or its agents to retrieve information from all prior employers, educational institutions, government agencies, law enforcement agencies (including Bureau of Criminal Apprehension), concerning my background as it relates to my application for employment with NEC. I also release any such disclosing entities or individuals, or their officers, employees and agents. from any liability resulting from providing such information. The information received may include, but is not limited to, records or verbal information regarding my personal history and qualifications, academic history and achievements, residential job history, performance or discipline, job or other program attendance, personal or professional litigation, driving history, and criminal history records.

Last Name:	First Name:	Middle Initial:
Previous Name/Maiden Name:		Social Security Number:
Street Address/P.O. Box #		
City:	State:	Zip:
Driver's License Number:	Date of Birth:	State of License:

I agree that a photocopy of this authorization should be accepted with the same authority as the original, and this release expires one year after the date of my signature.

Signature

Date