

# KAWERAK, INC.

HUMAN RESOURCE DEPARTMENT

P.O. BOX 948 • NOME, ALASKA 99762

TELEPHONE: (907)443-4373 • FAX: (907)443-4443



## APPLICATION FOR EMPLOYMENT

|                           |            |                                 |                |
|---------------------------|------------|---------------------------------|----------------|
| Date of Application:      |            | Date Received by Kawerak, Inc.: |                |
| Position(s) Applying For: |            |                                 |                |
| Name: (First Name)        |            | M.I.                            | (Last Name)    |
| Social Security Number    | Home Phone |                                 | Business Phone |
| Address (P.O. Box)        | City       | State                           | Zip Code       |

OPTIONAL - E-mail Address: \_\_\_\_\_

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*This application for employment with Kawerak, Inc. is in no way to be interpreted as a contract, either express or implied, between Kawerak, Inc. and any applicant. A supervisor or manager of the company has no authority whatsoever to make any contrary representations to any applicant. Nothing in this application is intended to provide or guarantee employment for any specific period of time. Kawerak, Inc. reserves the right to terminate any employee, at any time, "at-will" with or without any cause.*

*All applicants for employment at Kawerak, Inc. are required to complete a Kawerak, Inc. Employment Application form. Kawerak, Inc. 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 Kawerak, Inc. 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. Kawerak, Inc. will only review information on this application and will not apply any information received after processing.*

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

If yes, number: \_\_\_\_\_

Can you establish that you may be lawfully employed in this country because of citizenship or immigration status?   ☐ Yes   ☐ No

**(Employment eligibility will be verified upon hire.)**

Have you been convicted of, or pled no contest to a misdemeanor or felony or received a suspended imposition of sentence? [ ] Yes [ ] No

Are you currently out on bail or on your own recognizance pending trial? [ ] Yes [ ] No

If yes, please explain below. (Note: A conviction will not automatically disqualify you for employment. The nature of the conviction and relevance to the position applied for will be evaluated.)

\* \* \*

Are there any reasons or circumstances which would keep you from performing the duties of the job you are applying for?  
[ ] Yes [ ] No. If yes, please explain below.

\* \* \*

## **EDUCATION AND TRAINING**

Mark highest level/degree completed:

☐ Some High School-Last Grade Completed \_\_\_\_\_ ☐ HS diploma/GED ☐ Associate  
☐ Bachelor ☐ Master's ☐ Doctorate

Last high school (HS) or GED School. Give the school's name, City, State, Zip and year diploma or GED was received.

**COLLEGE/UNIVERSITY ATTENDED**-INFORMATION MUST BE COMPLETE AND ACCURATE. PLEASE ATTACH A COPY OF YOUR TRANSCRIPT.

| Name/Location/Phone Number and Address | Dates Attended Month/year | Credits Earned | Graduated? Degree/Year | Major/ Degree Earned |
|----------------------------------------|---------------------------|----------------|------------------------|----------------------|
|                                        | From:<br>To:              |                |                        |                      |
|                                        | From:<br>To:              |                |                        |                      |
|                                        | From:<br>To:              |                |                        |                      |

**VOCATIONAL TRAINING**-INFORMATION MUST BE COMPLETE AND ACCURATE. PLEASE ATTACH COPY OF TRANSCRIPT AND CERTIFICATE RECEIVED.

| Name of Institution/Location<br>Phone Number and Address | Dates<br>Attended<br>Month/year | Course of Study | Certificate/<br>Credits |
|----------------------------------------------------------|---------------------------------|-----------------|-------------------------|
|                                                          | From:<br><br>To:                |                 |                         |
|                                                          | From:<br><br>To:                |                 |                         |
|                                                          | From:<br><br>To:                |                 |                         |

List any professional licenses or registration:

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Typing speed:

Speed: \_\_\_\_\_ Words per minute      Errors: \_\_\_\_\_

Please note any training or experience relevant to the specific position for which you are applying. Include computer software skills, clerical skills and any languages (other than English) you speak or write:

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\* \* \*

### **EMPLOYMENT REFERENCES**

Previous supervisors/employers will be contacted to provide a reference.

If you do not have previous work experience, please provide references:

| <u>NAME (NOT RELATED)</u> | <u>ADDRESS</u> | <u>PHONE</u> |
|---------------------------|----------------|--------------|
|                           |                |              |
|                           |                |              |
|                           |                |              |

Do you request Kawerak to delay contacting your current employer?

[    ] Yes      [    ] No

**EMPLOYMENT HISTORY** - THIS SECTION MUST BE COMPLETED, EVEN IF YOU SUBMIT A RESUME.

Please give accurate full or part-time employment history. Start with your most recent employer.

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>1. COMPANY:</b> | <b>FROM: Month/Year</b><br>/  | <b>TO: Month/Year</b><br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>2. COMPANY:</b> | <b>FROM: Month/Year</b><br>/  | <b>TO: Month/Year</b><br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>3. COMPANY:</b> | <b>FROM: Month/Year</b><br>/  | <b>TO: Month/Year</b><br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

**EMPLOYMENT HISTORY-** THIS SECTION MUST BE COMPLETED, EVEN IF YOU SUBMIT A RESUME.

Please give accurate full or part-time employment history. Start with your most recent employer.

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>4. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>5. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>6. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS</b>     | <b>START PAY:</b><br>\$       | <b>END PAY</b><br>\$       |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

**EMPLOYMENT HISTORY-** THIS SECTION MUST BE COMPLETED, EVEN IF YOU SUBMIT A RESUME.

Please give accurate full or part-time employment history. Start with your most recent employer.

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>7. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>8. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS:</b>    | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

|                    |                               |                            |
|--------------------|-------------------------------|----------------------------|
| <b>9. COMPANY:</b> | <b>FROM:</b> Month/Year<br>/  | <b>TO:</b> Month/Year<br>/ |
| <b>ADDRESS</b>     | <b>START PAY:</b><br>\$       | <b>END PAY:</b><br>\$      |
| <b>TELEPHONE:</b>  | <b>SUPERVISOR/TITLE:</b>      |                            |
| <b>JOB TITLE:</b>  | <b>HOURS WORKED PER WEEK:</b> |                            |
| <b>DUTIES:</b>     | <b>REASON FOR LEAVING:</b>    |                            |
|                    |                               |                            |

Attach additional sheets if needed.

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## MEMORANDUM OF AGREEMENT

In December 1997, the Kawerak Board of Directors adopted a Drug and Alcohol Testing Policy and Procedure for Pre-employment screening to be placed into effect February 1, 1998. All individuals who are being considered for regular employment will be required to take a Drug and Alcohol screening test. The definition of "being considered," is an individual who has been offered employment with Kawerak.

Please read the following statement of agreement below and sign and date it. This agreement is considered part of our employment application.

I \_\_\_\_\_, understand that as a condition of employment with Kawerak, Inc. I will be required to take a Drug and Alcohol Screening Test. I further understand that should my result be positive, I will not be considered for employment with Kawerak, Inc. If I have already been hired and my drug test comes back positive, I understand that my employment with Kawerak, Inc. will not be continued. I understand that if I fail to take the drug test, my employment with Kawerak will be terminated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First, M.I., Last Name



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## COLLEGE DEGREE VERIFICATION

College/University Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

The following person has applied for a position with Kawerak, Inc.

\_\_\_\_\_  
Name of Applicant Social Security Number

\_\_\_\_\_  
Maiden/Other Name:

Please verify the following information:

\_\_\_\_\_  
Type of Degree Major

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Type of Degree Major

\_\_\_\_\_  
Date Received

### APPLICANTS RELEASE:

I \_\_\_\_\_, hereby authorize any individual or institution to furnish Kawerak, Inc. with any information they have regarding my educational credentials. I hereby release the individual and institution from all liability for any damage whatsoever incurred in furnishing such information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## RELEASE OF INFORMATION AUTHORIZATION

As evidence of my desire to obtain employment with Kawerak, Inc. I empower Kawerak, Inc. and/or its agents to retrieve information from all prior employers, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies (including Bureau of Criminal Apprehension), worker's compensation agencies or individuals, relating to my past activities, to supply any and all information concerning my background, and release the same from any liability, resulting from providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, financial records, driving history, disciplinary and conviction records.

By my signature below, I hereby release an individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at the time result to me, because of compliance with this authorization and request to release information or any attempt to comply with it.

I am willing that a fax/photocopy of this authorization be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|                                  |                                                               |                    |
|----------------------------------|---------------------------------------------------------------|--------------------|
| <b>Last Name</b>                 | <b>First Name</b>                                             | <b>Middle Name</b> |
| <b>Previous Name/Maiden Name</b> |                                                               |                    |
| <b>Street Address/P.O. Box #</b> |                                                               |                    |
| <b>City</b>                      | <b>State</b>                                                  | <b>Zip</b>         |
| <b>Social Security Number</b>    | <b>Criminal history check information only.-Date of Birth</b> |                    |
| <b>Driver's License Number</b>   | <b>State of License</b>                                       |                    |

*Please do not leave any of the spaces above blank.*

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## NOTICE REGARDING NATIVE HIRE PREFERENCE

Where it is authorized by law, preference for employment will be given to Alaska Natives and Native Americans. 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, Kawerak 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; and 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 Public Law 93-638, are you an American Indian or Alaska Native? [ ]Yes [ ]No

Please include Tribal or ANCSA Corporation Affiliation:

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(Kawerak may require proof in determining eligibility for native preference.)

\* \* \*

## 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 Kawerak, Inc. 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 and corporations requesting or supplying such information. If employed by Kawerak, Inc., I agree that my employment is at-will and I also agree to conform to the rules and regulations of Kawerak, Inc., and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Kawerak, Inc. or myself.

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Signature of Applicant

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Date