

# NATIVE VILLAGE OF NUIQSUT EMPLOYMENT APPLICATION



Position Applied For: \_\_\_\_\_ Today's Date \_\_\_\_\_

## Personal Information

|                                                                                                                                              |           |                                               |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------|-------------------------------------------------|
| First Name                                                                                                                                   | Last Name |                                               |                                                 |
| Address                                                                                                                                      | City      | State                                         | Zip Code                                        |
| Phone                                                                                                                                        | Email     | Other names that you have used in the past    |                                                 |
| Desired Pay: _____                                                                                                                           |           | Willing to Travel? Yes No                     | Authorized to work in the United States? Yes No |
| Have you ever been convicted of a felony? Yes No. A felony may not necessarily disqualify you from employment. If yes, please explain. _____ |           |                                               |                                                 |
| Date Available: _____                                                                                                                        |           | Driver's License: Yes No   State Issued _____ | NOTE: Some positions require a license.         |

## Employment History

### EMPLOYER 1

|                     |                           |                        |               |
|---------------------|---------------------------|------------------------|---------------|
| Company Name: _____ |                           |                        |               |
| Address: _____      |                           | Phone: _____           |               |
| Start Date: _____   | End Date: _____           | Position: _____        | Salary: _____ |
| Job Duties: _____   |                           |                        |               |
| Supervisor: _____   | Reason for Leaving: _____ | May we contact? Yes No |               |

### EMPLOYER 2

|                     |                           |                        |               |
|---------------------|---------------------------|------------------------|---------------|
| Company Name: _____ |                           |                        |               |
| Address: _____      |                           | Phone: _____           |               |
| Start Date: _____   | End Date: _____           | Position: _____        | Salary: _____ |
| Job Duties: _____   |                           |                        |               |
| Supervisor: _____   | Reason for Leaving: _____ | May we contact? Yes No |               |

## EMPLOYER 3

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Position: \_\_\_\_\_

Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact? Yes No

## Professional References

**Do not submit personal references**

### REFERENCE 1

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### REFERENCE 2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Tribal Affiliation | Military Service

Tribal Member/Name of Tribe: \_\_\_\_\_ Military Branch/Disch. Date: \_\_\_\_\_

## Skills, Experience + Additional Information

Education: High School: \_\_\_\_\_ Voc. Ed/College: \_\_\_\_\_ Other: \_\_\_\_\_

Describe any specialized training, apprenticeships, volunteer work and skills: \_\_\_\_\_

Software/equipment you have experience with (Office Suites, Mac, QuickBooks, Adobe, QuickBooks, 10K etc.): \_\_\_\_\_

Security clearances, licensing, and professional memberships: \_\_\_\_\_

Other information you would like us to consider: \_\_\_\_\_

**>>READ CAREFULLY<<**

I certify that all information in this application is true. False statements or omissions may result in rejection of my application or termination. I authorize the Native Village of Nuiqsut to verify this information and release the Tribe from liability for doing so.

- Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.
- Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the [Alaska Barrier Crimes Act \("ABCA"\) at AS 47.05.300 et seq.](#) and the regulations at 7 AAC 10.900 - 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity for her, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 - 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

By signing, I confirm I have read and agree to these terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications and resumes  
may be dropped off at  
the Tribal Council Office  
or emailed to  
[manager@nvnuqsut.org](mailto:manager@nvnuqsut.org).