

Aaniiih Nakoda College Employment Application

←—————→

Position applying for: _____

Full legal name: _____ Maiden name: _____

Other names if applicable: _____

SSN: _____ DOB (optional): _____

Mailing address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

FEDERAL REGULATIONS

Are you authorized to work in the United States of America? The Federal Immigration Reform and Control Act requires an individual to provide to a potential employer, documentation that they are authorized to work in the United States, ANC will not sponsor an applicant for a work visa. The proof must be provided to, and verified by, before an individual is hired. This is part of the hiring process and required documentation.

EDUCATION

High School: _____ Date of Graduation: _____

HiSET (GED): _____ Date of Certification: _____

Names of Colleges/Schools/Location	Dates of Attendance	Degrees/Certificates Earned

Identify the types of computers and software, length of experience.

Type of computer	Type of Software	Dates of Experience

Knowledge, skills, and abilities relevant to the position applying for:

Aaniiih Nakoda College Employment Application



MEDICAL CONDITIONS: Have you ever suffered any illness or injury that would require special consideration to enable you to perform the duties of this position? If so please explain.

LICENSES/CERTIFICATES: List driver’s license and other licenses and/or certificates to assist your qualifications for this position, please attach copies.

Title of License/Certificate	Issuing Agency Address and Number	Expiration Date

WORK EXPERIENCE: List and describe your work experience from newest to oldest; include related unpaid and volunteer work. Use additional sheets of paper if necessary. Your work experience should correlate with your current resume.

Present or Last Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Aaniiih Nakoda College Employment Application



WORK EXPERIENCE: List and describe your work experience from newest to oldest; include related unpaid and volunteer work. Use additional sheets of paper if necessary. Your work experience should correlate with your current resume.

Present or Last Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Employer:	Job Title:
Name of Supervisor:	Business Phone:
Address:	
Start Date: (mm/yyyy)	End Date: (mm/yyyy)
Duties:	

Please attach additional previous employer information if you wish them to be considered. By listing these employers, you are authorizing Aaniiih Nakoda College to contract these employers or their representatives. Your release of information, executed in this application, together with your listing of said employers, expressly waives any right to privacy.

Aaniih Nakoda College Employment Application



SPECIAL CONDITIONS: Have you ever been convicted of a felony? If so please explain.

Have you ever been charged and/or convicted of a misdemeanor in the last year?

Do you currently have any pending charges in any court? If so please explain.

Have you ever been investigated for a report of child abuse/neglect? Yes _____ No _____ If so please explain and the outcome.

REFERENCES: Identify three references that may be contacted regarding your character and work history.

Name	Address	Phone

IN CASE OF AN ACCIDENT OR EMERGENCY, PLEASE NOTIFY:

Name:	Telephone:
-------	------------

Aaniiih Nakoda College Employment Application



CERTIFICATION: I certify and affirm that I have read this notice and fully understand its contents. I personally completed this application or requested its completion, and all statements contained are true and complete.

NOTICE: Any verbal or written statement that is false, fraudulent or misleading contained in this application or made in the course of any related employment process whether made by me or others at my request will result in rejection of my application, denial of employment, dismissal from service if discovered after employment and in many circumstances prosecution for a crime. Crime convicted and driving records will be checked if, in the judgement of the Board of Directors, such are relevant to the position for which this application is made, and maybe grounds for rejection or termination of employment.

Applicant's Signature	Date
------------------------------	-------------



Application Received by Signature	Date
--	-------------

Aaniiih Nakoda College Employment Application

RELEASE OF INFORMATION

I, _____ have made a written application for employment with Aaniiih Nakoda College. The position I am applying for is _____.

I understand that any information that I have given on my application may be investigated as allowed by law or by the President's and/or Board of Directors' order.

I also give my consent to release information concerning my ability, fitness, and character for employment. This information may be released by employers, schools, law enforcement agencies (Tribal/State/Federal), and other individuals or organizations to investigator, personnel staffing specialists and other authorized employees of Aaniiih Nakoda College.

I certify that to the best of my knowledge and belief, all of the statements made on and with my application are true, correct and complete, and made in good faith.

Applicant's Signature

Date