



Application for Employment

Application for Employment Instructions

The following instructions are provided to help you fill out your application correctly. Please read them before you start. This will prevent mistakes, which could slow down the processing of your application. If you do not follow these instructions, your application may be rejected.

APPLICATIONS ARE ACCEPTED ONLY FOR OPEN POSITIONS; UNSOLICITED APPLICATIONS WILL BE DISCARDED.

Instructions and definitions match the blanks on the application form. Some blanks are self-explanatory.

- 1, 2, 3 **NAME/MAILING ADDRESS/TELEPHONE NUMBER.** If any of this information changes after you turn in your application be sure to let TATITLEK know in writing.
- 4 **SOCIAL SECURITY NUMBER.** Your social security number is used only to identify you from other applicants. If you do not wish to give us your social security number, we will assign an identification number to you that you will need to use on all future applications and correspondence.
- 10 **CONVICTIONS.** All applicants must complete the Disclosure Statement and are subject to criminal background checks prior to employment. We reserve the option of accessing public records about any applicant. If you marked “yes” to any box and do not attach an explanation, processing of your application will be delayed until an explanation is received, or your application may be rejected. A conviction is not automatic grounds for disqualification in most cases. The number, nature, and frequency of convictions and the relationship to the job applied for will be evaluated in reviewing the application. You may be asked to provide documentation regarding your conviction or sentence.
- 11 **VALID DRIVER’S LICENSE.** If driving is an essential function of the position for which you are applying, you will be asked to provide a copy of a valid driver’s license and may be required to provide proof of current auto insurance at the time you are hired. If the position for which you are applying requires driving and you do not have a valid driver’s license or current auto insurance, you may not be considered for employment in that position. Persons who may operate a vehicle as part of their job must sign an authorization allowing the Company to verify their driving record.

EMPLOYMENT RECORD. Pages 5-6 provide space for you to give information on your prior work experience. If you have a resume which contains all of the information requested, you may include a copy of your resume rather than completing this part of the application form. However, resumes with incomplete or missing information may delay review or cause rejection of your application. You will also be required to certify that any information provided in support of your application is a true and complete statement of your employment history. ***FALSIFICATION, MISREPRESENTATION or MATERIAL OMISSIONS IN INFORMATION SUBMITTED IN CONNECTION WITH THE APPLICATION MAY BE GROUNDS FOR REJECTION OF AN APPLICANT OR TERMINATION OF EMPLOYMENT.***

TATITLEK is an Equal Employment Opportunity Employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran or any other status protected in accordance with local, state or federal laws. Native preference applies pursuant to PL 93-638.

If you need reasonable accommodation under the Americans with Disabilities Act in order to participate in the application process, please contact TATITLEK as soon as possible at (907) 339-8613.

Submit your completed application to:

TATITLEK
561 East 36th Ave.
Anchorage, Alaska 99503
Voice (907) 339-8613
Fax (907) 278-4050
www.tatitlek.com

**TATITLEK
EQUAL EMPLOYMENT OPPORTUNITY SURVEY**

Last Name

First Name

Middle Initial

Position Applied For:

Social Security Number

TO ALL APPLICANTS

The following information is requested by the company to fulfill federal Equal Employment Opportunity reporting requirements. Your responses are strictly VOLUNTARY but we urge you to complete all items. Omitting this information will not subject you to adverse action. *THIS PAGE WILL BE DETACHED FROM YOUR APPLICATION.*

GENDER INFORMATION

Male

Female

RACE AND ETHNICITY INFORMATION

(Check one box below)

Hispanic or Latino

White
(not Hispanic or Latino)

Black or African American
(not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander
(not Hispanic or Latino)

Asian
(not Hispanic or Latino)

American Indian or Alaska Native
(not Hispanic or Latino)

Two or More Races
(not Hispanic or Latino)

DEFINITIONS OF RACIAL/ETHNIC GROUPS

HISPANIC OR LATINO: A person of Cuban, Mexican, Puerto Rican; South or Central American, or other Spanish culture or origin *regardless of race*.

WHITE (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

BLACK OR AFRICAN AMERICAN (not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

ASIAN (not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

AMERICAN INDIAN OR ALASKAN NATIVE (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

TWO OR MORE RACES (not Hispanic or Latino): All persons who identify with more than one of the above five races.

Application for Employment – The Tatitlek Corporation

1. First Name _____ MI _____ Last Name _____
 Other Name(s) under which previously employed _____
 2. Mailing Address _____
 City _____ State _____ Zip _____
 3. Telephone Number _____ Alternate Number _____ 4. Social Security No _____
 5. Position Applied for _____ Salary Desired _____

6. Are you over the age of 18 years? Yes No
 7. Are you legally eligible to work in the United States?
 Yes No (proof of eligibility will be required upon offer of employment)
 8. Have you ever been fired or asked to resign from a job?
 Yes No (if yes) Explanation _____

9. Can you with or without reasonable accommodation perform the essential functions of this job? (if you have any questions about the functions of the job, please ask the interviewer before answering this question.) Yes No
 10. Have you ever been convicted of a felony?
 (a conviction will not necessarily disqualify you) Yes No
 (If yes) Year _____ Explanation _____

11. Do you have a valid Driver's License? Yes No
 12. Have you been convicted of any moving violations in the past five years? Yes No (if yes) Explanation _____
 13. Do you have a properly licensed and insured vehicle that meets state law? Yes No (if no) Explanation _____

14. Type of Employment Desired Full-time Part-time
 15. Would consider relocating? Yes No (if yes) Where?

 16. On what date would you be available to work? _____

17. I learned of the job from _____
 18. Are you related to any TATITLEK employee? Yes No (if yes)
 Who/Relationship _____

EEO Policy TATITLEK maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. TATITLEK hires, places, trains, promotes, compensates, transfers, terminates, layoffs, recalls, and allows leaves of absences of all qualified employees affording them equal opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran or any other status protected under local, state or federal laws. Native preference applies pursuant to PL 93-638.

Shareholder Preference If you wish to be considered for SHAREHOLDER PREFERENCE, complete this section. Supporting documentation may be requested. Applicant is a shareholder of _____ Regional and/or _____ Village Corporation. Applicant is descendant/spouse of _____ (Provide name of shareholder & their Regional or/Village corporation)

CERTIFICATION—IMPORTANT—PLEASE READ BEFORE SIGNING

I understand that this application is neither an offer of employment nor part of an employment agreement. I understand that TATITLEK is an "At Will Employer" and that if I become employed at a later time such employment may be terminated by either party at any time, for any reason not prohibited by law, without notice. I also understand that any handbooks, manuals, policies and procedures maintained by TATITLEK are not contractual in nature and may be amended or abolished at the sole discretion of TATITLEK.

Should I become an employee of TATITLEK, I will adhere to TATITLEK's policies and procedures and will conduct the company's business in a strictly ethical and legal manner. I also agree that since employees may have access to confidential information, I will be required to abide by TATITLEK's policy on Confidentiality of Business Information as a condition of my employment.

I understand that upon being hired I will be required to demonstrate my eligibility to work lawfully in the United States. I further understand that my failure to do so will result in termination or revocation of an offer of employment.

I certify that the information furnished on this application and any supporting documents is true and complete to the best of my knowledge and belief and that any misrepresentation or omission of fact on this or any other record submitted pertinent to employment will constitute grounds for rejection and/or dismissal. I also understand that consideration for employment in this position is contingent upon the results of a reference and background check. I therefore authorize this company to investigate all statements made on my application for employment. I further authorize the company to contact my former employer(s) and any listed references or other persons or agencies who can verify information, and I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to the company.

I also certify that I have read, understand and will adhere to the aforementioned statements.

 Signature of Applicant _____
 Date

If not signed, this application will be rejected.

Application for Employment Continued – The Tatitlek Corporation

Education: Please check appropriate box(es) for highest level of education completed

High School: 1 yr 2 yrs 3 yrs 4 yrs GED/HS Diploma

College or Vocational School: 1 yr 2 yrs 3 yrs 4 yrs More than 4 yrs
 Associate Degree Undergraduate Degree Graduate Degree

Name And Location Of School	Diploma Or Degree Types	Major Or Course Title

List any certificates you hold that relate to this position. Attach copies of degrees, certificates or required licenses:

Proficiencies: If you are applying for a position in which computer skills or administrative skills are relevant, please answer the following: (If you have questions about whether or not such skills are relevant, please contact a TATITLEK representative.)

List all types and models of computers and operating systems with which you are familiar

List all computer languages with which you are familiar (stating your level of proficiency.)

List all data processing, telecommunications, or office equipment on which you are proficient

List any other proficiencies such as shorthand or other relevant skills of which you believe we should be aware

Comments and Accomplishments: Explain below your primary area of specialization. Please note any other details which should be considered in reviewing your qualifications for this position.

References: Please list at least three individuals who can attest to your professional abilities and work accomplishments. Do not include past supervisors or employers who are listed in the section on your work history.

Name	Company/Relationship	Contact Telephone

EMPLOYMENT RECORD: Start with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Dates Worked	Hrs Week	Starting Pay	Ending Pay	Job Classification/Title
Last or Present Employer				Duties and Responsibilities
Street Address		City, State, Zip		
Supervisor's Name		Telephone		
Reason for Leaving				

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Supervisor's Name		Telephone		
Reason for Leaving				

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