



**HUNA HERITAGE FOUNDATION  
EMPLOYMENT APPLICATION**

9301 Glacier Highway, Suite 210  
Juneau, AK 99801  
Tel: (907) 523-3670, Fax: (907) 789-1896  
[www.hunaheritage.org](http://www.hunaheritage.org)

Applicant Last Name:	First Name:
Street Address or PO Box:	City, State, Zip:
Telephone:	Email:
Social Security Number	Cell Phone # or alternate telephone number

**List the title of the position for which you are applying.**

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**Please complete these questions.**

Are you legally entitled to work in the United States? (Documentation of your identity and US work eligibility will be required within three days of hire, if hired.)	<input type="radio"/> Yes <input type="radio"/> No
Are you at least 18 years of age? (If you are under 18 years of age, to be hired, HHF will require a work permit filed and authorized with the Alaska Department of Labor.)	<input type="radio"/> Yes <input type="radio"/> No
For those jobs requiring the use of computer software, HHF primarily uses Microsoft Office - comprised of Word, Excel, PowerPoint and Outlook. Please list software applications you have used and the types of projects for which they were used.	
All positions involving your operation of company vehicles require you to provide us with a copy of your driver's license and current driving record if you are hired. Do you agree with these requirements?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been convicted of a felony or released from incarceration within the past five years? If yes please explain: <i>Note: Answering yes does not automatically disqualify you from employment.</i>	<input type="radio"/> Yes <input type="radio"/> No
Are you a Huna Totem Corporation Shareholder?	<input type="radio"/> Yes <input type="radio"/> No
Do you agree to be drug/alcohol screened? A "No" or blank response makes you ineligible for hire with HHF. (Huna Totem Corporation and its affiliates including Huna Heritage Foundation are drug- and alcohol-free and follow company drug and alcohol program policies.)	<input type="radio"/> Yes <input type="radio"/> No

## HUNA HERITAGE FOUNDATION JOB APPLICATION (Pg. 2)

Review the 'Required Qualifications' section of our Recruitment Bulletin and state your education and experience below and compare those to our position requirements. If substitutions for education or experience are allowed and are stated in the recruitment bulletin, you may use substitutions, if any and explain. **Please carefully read the recruitment bulletin's required qualifications for our position.**

<p><b><u>Education:</u></b>          Your total Years/Months of qualifying education _____ Years _____ Months, or Degree Title _____</p> <p><b><u>Experience:</u></b>          Your total Years/Months of qualifying experience _____ Years _____ Months</p> <p><b><u>Substitutions:</u></b>          List your education, if any that qualifies as a substitute.</p> <p>Your total Years/Months of qualifying education for experience ____ Years ____ Months, or Degree Title _____</p>
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**EMPLOYMENT HISTORY – Completion of this portion of the job application is required for a complete application packet. If additional space is needed please attach a separate sheet.**

Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Dates of Employment:
	Reason for leaving:	
Describe your duties:		
2nd Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Dates of Employment:
	Reason for leaving:	
Describe your duties:		
3rd Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Dates of Employment:
	Reason for leaving:	
Describe your duties:		
4 <sup>th</sup> Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Dates of Employment:
	Reason for leaving:	
Describe your duties:		

### EDUCATIONAL BACKGROUND

College or formal training related to this position (school name and address):	Degree (or highest level achieved):
High School (school name and address):	Diploma (or highest level achieved):
List other training or degrees that may be helpful in a job with Huna Heritage Foundation:	

## HUNA HERITAGE FOUNDATION JOB APPLICATION (Pg 3.)

List three people that Huna Heritage Foundation may contact to verify your work experience and skills. (HHF may opt to contact other people associated with your past work and education besides who you list here.)

Name:	Phone:	Their Job Title:
Address:		
Name:	Phone:	Their Job Title:
Address:		
Name:	Phone:	Their Job Title:
Address:		

**My signature indicates:** To the best of my knowledge, the information I provided in this application and all information I provided for employment is accurate, complete and truthful. I understand that misrepresentation of this information may lead to refusal of Huna Heritage Foundation to hire me or to terminate my employment, if hired. Further, I give Huna Heritage Foundation and its designee's permission to make inquiries and verify all of the information I provided in pursuit of this position.

**My signature also indicates that I understand that Huna Heritage Foundation is an "At Will" employer,** which means that if I am hired, either the Foundation or I can decide to terminate my employment at any time, with or without cause, and with or without notice. I understand that no employee or representative of the Foundation has the authority to make an employment agreement with different terms than this.

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Applicant signature:

Date:

*THANK YOU for applying to Huna Heritage Foundation, a professional and drug- and alcohol-free workplace that additionally has zero tolerance for violence, weapons and unlawful harassment.*