



Central Council Tlingit and Haida Indian Tribes of Alaska Human Resources

Employment Application

Thank you for considering a career with Central Council Tlingit and Haida Indian Tribes of Alaska (Central Council). We offer a professional work environment, competitive salaries, and a good benefits package.

All external vacancy announcements and corresponding position descriptions are published on our website at www.ccthita.org. We encourage you to visit the site regularly. If you have additional questions please contact the Human Resources Department.

To be considered an applicant for a position, Central Council requires a complete Central Council employment application, cover letter and resume for each position be submitted during the published recruitment period.

The quality of your application will be factored into our hiring decision. Therefore, please take time to ensure that you have completed the entire application, attached a cover letter summarizing your qualifications, a resume, and other applicable documentation. Incomplete applications may be disqualified in accordance with our policy: including fields that are left blank, illegible handwriting, and the reference “see resume” as a substitute for the work history section.

Employment Packet Check List

- Complete Central Council Application
- Cover Letter
- Resume
- Other Documentation

Condition of employment:

- All employment at Central Council is “at will”. This means that the employee or Central Council may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is express or implied for any position.
- Central Council is a no tolerance workplace. All employees must pass a pre-employment (receive a negative test result) and random drug screening to be eligible for and to maintain employment.
- Central Council requires a criminal background check. All employment offers are conditional until Central Council has received a Federal background check verifying eligibility to work.

SUBMIT APPLICATION TO:

Human Resources Department • humanresources@ccthita-nsn.gov
320 W. Willoughby Avenue, Suite 300 • Juneau, AK 99801
Phone: 907.463.7100 | 800.344.1432 ext. 7106 | Fax: 888.510.3816

EMPLOYMENT APPLICATION INSTRUCTIONS

The following instructions and definitions are provided to help you fill out your employment application correctly. This will prevent mistakes that could slow down the processing of your application.

READ BEFORE YOU START

If you do not follow these instructions or fill out ALL PARTS of the employment application it will result in a lower screening score and/or disqualification from the applicant pool.

Instruction and definitions match the boxed on the application form. Some boxes are self-explanatory.

1. **APPLYING FOR** – Enter the official POSITION TITLE in box #1. Official titles and positions description are included in all recruitment announcements. Employment applications are only accepted during published recruitment time periods.
- 2-5. **NAME/MAILING ADDRESS/TELEPHONE NUMBER** – If any of this information changes after submitting your application, be sure to let the Central Council Human Resources office know in writing.
10. **ALASKA RESIDENT** – Alaska residence, for purpose of employment preference, shall be established when a person is domiciled in the State of Alaska. Domicile is defined as the true and permanent home of a person, from which he/she has no present intention of moving and to which he/she intends to return whenever away.
11. **CONVICTIONS** – If you mark “yes” to either please attach an explanation. Processing of your application will be delayed until an explanation is received. A conviction is not absolute grounds for disqualification. The number, nature, how recent, and barrier restrictions will be evaluated on a case by case basis.
12. **CASUAL EMPLOYMENT** – Central Council is continuously recruiting for "casual" or temporary on-call positions. Please check any of these boxes if you would like to be considered for a temporary position.
19. **MINIMUM QUALIFICATIONS** – **It is your responsibility to demonstrate possession of the minimum qualifications (MQ) by stating what specific education and/or experience meet this requirement. MQ are listed on the published position description. IF YOU DO NOT MEET THE MQ, DO NOT APPLY.**
21. **WORK HISTORY** – Start with your present or most recent job and work back. Include full-time and part-time paid and volunteer (unpaid) work, military experience, and summer jobs. Please specify the number of hours worked per week. Give accurate and complete information about the duties and responsibilities you had in each job, including the percentage of time spent on each duty or responsibility. If you supervised anyone, explain who they were (clerical, technician, etc.) and describe what kind of supervisory duties you had (direct the work, hired, evaluated, fired, etc.) Incomplete answers may lead to your application being rejected or scored low. A complete description of your duties is essential. Use separate sheets of paper if necessary.
Do not write “See Resume”

NATIVE PREFERENCE

The information requested is **REQUIRED** for you to receive Native preference for the position you are applying for.

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER (Optional)

To qualify for Native preference you must provide a copy of your enrollment card or Certificate of Indian Blood (CIB).

Attached is a copy of my enrollment card

Attached is a copy of my Bureau of Indian Affairs CIB

CENTRAL COUNCIL EMPLOYMENT APPLICATION

1. APPLYING FOR (Use Official Job Title)

2. NAME (Last, First, Middle Initial)

3. OTHER NAMES (Any other name(s) you have used)

4. MAILING ADDRESS

Street or PO Box

City, State, Zip

5. TELEPHONE NUMBERS

Contact:

Alternate:

6. E-MAIL

7. DRIVER'S LICENSE

Yes No
State/ No.

Commercial Endorsements:

8. EMPLOYMENT STATUS

I have never been employed by Central Council

Employed by Central Council now, indicate status below.
To qualify for employee preference or apply in response to an in-house only recruitment you must be a "regular" employee

Full or Part Regular Employee

Temporary or Casual Employee

Not currently employed by Central Council, but have been in the past. Please list department(s) below:

9. EMPLOYMENT ELIGIBILITY

Do you have legal right to accept employment in the United States:

Yes No

Are you currently a Delegate of Central Council:

Yes No

10. ALASKA RESIDENT

Yes No
Since:

11. CONVICTIONS

A. Have you ever been convicted of a felony?

Yes

No

B. Have you been convicted of a misdemeanor in the past 5 years?

Yes

No

If yes, to one or both of the above questions, you must explain on a separate sheet of paper and attach it to this application. If felony, include a copy of your judgment.

(Note: If either question is not answered the assumption will be yes)

12. In addition to the position I am applying for, please add me to the temporary hire list for the classifications checked below.

Temporary Clerical Support

Temporary Custodian

Temporary General Laborer

13. CONDITIONS OF EMPLOYMENT

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- Central Council is a no tolerance workplace. All employees must pass a pre-employment (receive a negative test result) and random drug and alcohol screening to be eligible for and to maintain employment
- Central Council requires a criminal background check. All employment offers are conditional until Central Council has completed a Federal criminal background check verifying eligibility to work.

I have read and understand the conditions of employment: _____ (Initial Here)

14. CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING

I certify that the information I have entered on this form is true and complete to the best of my knowledge. I have read the minimum qualifications for this position and believe that I am qualified. I understand that if I deliberately conceal or submit false information on this form, my name may be removed from the eligible list, or if employed, I may be removed from my job; that the information in this application may be released in an authorized legal investigation and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I agree that Central Council, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information.

Signature: _____

Date: _____

IF NOT SIGNED, THIS APPLICATION MAY BE RETURNED TO YOU.

15. VETERANS' PREFERENCE CLAIM

Central Council provides that veterans receive preference for open competitive hiring. Veterans' preference points are added to passing scores only. You **MUST** provide a copy of your DD214 form or verification from the US Department of Veterans affairs along with this application to receive veterans' preference points.

Five (5) veterans' preference points are awarded if one of the following conditions is met:

You have completed 181 days or more of active duty (other than for training purposes) in the United States Armed Forces during war periods: April 6, 1917 to December 1, 1919; September 16, 1940 to December 31 1947; June 27, 1950 to October 14, 1976, and you were discharged under honorable condition; **OR** you were honorably discharged from active service in the United States Armed Forces after serving at least 181 days during any period and were awarded a campaign badge or expedition medal, or the Purple Heart or other decoration from heroism or gallantry in action; **OR** Yes No

Five (5) veterans' preference points are awarded if:

You are entitled to compensation under laws administered by the United States Veterans Administration; you were honorably discharged or released from active duty because of a service connected disability; or you were a prisoner of war during a declared war or other conflict as determined by the Department of Defense under federal regulations. Yes No

Service Branch	Date Entered	Date Discharged	Rank at Discharge	Type of Discharge

16. EDUCATION

Do you have a high school diploma or GED Certificate? Yes No Date Received:

17. COLLEGE, UNIVERSITY, GRADUATE SCHOOL

					Received Degree (Attach Copy of Degree)	
Name and Location of School	Dates Attended	Credit Hrs.	Graduate Courses Yes No	Major Or Emphasis	Type	Year
			Yes No			
			Yes No			

18. OTHER EDUCATION/TRAINING (Vocational, Technical, or Other)

					Date Awarded	
Name and Location of School	Dates Attended	Type of School	Course Completed	Subjects Taken	Certificate	Degree

If minimum qualification requires education, transcripts or copies must be attached.

19. **MINIMUM QUALIFICATIONS**

STOP! Read Instructions First

Summarize the work experience and/or education that make you eligible under the minimum qualifications for this job. Please include current computer training and skills. Be specific. **DO NOT REFER TO RESUME**

Education:

Experience:

Substitutions: (Identify the work or education that meets substitution requirements)

20. **TYPING CERTIFICATION**

I can type a net speed of at least _____ words per minute. I understand that if I cannot type at least this speed, I may be removed from an eligible list or from my job.

21. **WORK HISTORY**

Detailed Work History

Start with most recent work and include all prior work history with Central Council regardless of relevance to position you are applying for:

EMPLOYER TYPE OF BUSINESS

CITY, STATE TITLE

SUPERVISOR, TITLE, PHONE NUMBER

Number of employees/Job types supervised:

If you supervised employees, indicate your responsibility and percentage of time supervising, by checking all appropriate box(es):

Hired or recommended hiring -Percentage of time: % Assigned and reviewed work -Percentage of time: %

Completed performance evaluations -Percentage of time: % Handled disciplinary problems -Percentage of time: %

DUTIES:

START DATE: END DATE: TOTAL TIME:

AVERAGE HOURS WORKED PER WEEK: HOURLY RATE / SALARY:

REASON FOR LEAVING:

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SUPERVISOR, TITLE, PHONE NUMBER		
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DUTIES:		
START DATE:	END DATE:	TOTAL TIME:
AVERAGE HOURS WORKED PER WEEK:		HOURLY RATE/SALARY:
REASON FOR LEAVING:		

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