



Nome Community Center, Inc.

Post Office Box 98
Nome, Alaska 99762
Website: www.nomecc.org

Phone: 907-443-5259
Fax: 907-443-2990
E-mail: staff@nomecc.org

EMPLOYMENT APPLICATION

Applying for (position): _____

Name (last, first, m.i.): _____

Name(s) under which previously employed: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____

Email Address: _____ Preferred Method of Contact: _____

Social Security Number: _____ Alaska Resident: Y / N

Valid Drivers License?: Y / N State: _____ Number: _____

Job type I will accept: _____ Regular full-time
_____ Regular part-time
_____ Temporary
_____ Permanent seasonal

Do you have the legal right to accept employment in the United States? _____ Yes _____ No
Federal law requires that at the time of hire, all new employees must present original documentation proving their identity and authorization to work in the United States.

Have you ever been convicted of a felony? _____ Yes _____ No
Have you been convicted of a misdemeanor within the past five years? _____ Yes _____ No

If you answer yes to one or both of the above questions you must explain on a separate piece of paper and attach it to this application, even if you received a suspended imposition of sentence. A conviction is not absolute grounds for disqualification. The number, nature, regency and relationship to the job applied for will be evaluated in reviewing the application.

I certify that the information in this application is true and complete to the best of my knowledge. I understand that if I deliberately conceal or enter false information in this form, my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from my job. I agree and grant permission to Nome Community Center or its agents to contact former employers or other persons who know me in order to obtain additional information. I further authorize, if required, the release of information about me by police, courts and other law enforcement agencies.

Signature: _____ Date: _____

Physical Location: Nome Community Center
104 Division St.
(Upstairs of XYZ Senior Center)
Nome, AK 99762



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Education and Training

High School: _____

H.S. Diploma or GED certificate? : _____ Date received: _____

Last H.S. grade completed: 9 10 11 12

H.S. courses most related to this job: _____

Education and Training received after High School

<u>College, University, Graduate School name and location</u>	<u>Dates attended</u>	<u>Major/subjects taken</u>	<u>Year/ Degree</u>
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Training – Vocational, Technical, etc.

<u>Name and location of school</u>	<u>Kind of school</u>	<u>Dates attended</u>	<u>Subjects taken</u>	<u>Degree or Cert</u>
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Professional Licenses, Certificates or Registrations

Title: _____ Date obtained: _____

Title: _____ Date obtained: _____

Volunteer Experience

<u>Location</u>	<u>Nature of Work</u>	<u>Hours</u>	<u>Contact</u>
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(Please list any additional experience or training in an attached resume)



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Typing/Computer Skills

I can type at a speed equal to, or faster than _____ words per minute with fewer than _____ total errors during a period of five minutes.

I am experienced and proficient in the following computer programs:

Language

If you can fluently communicate in languages other than English,

please specify: _____

May we contact your present employer? _____ Yes _____ No

Have you filed an application with NCC or been employed by NCC before? _____ Yes _____ No

Do any of your relatives work here? _____ Yes _____ No

If yes, please list: _____

References

Please provide three references (Name, phone, email) we may contact on your behalf:

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____



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Employment History

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW EVEN IF A RESUME IS ATTACHED. List each job held, starting with your present job. Include military service assignments and volunteer activities.

Employer	Dates		Work Performed
	From	To	
Address			
Phone	Salary		
Job Title	Starting	Final	
Supervisor's Name			
Reason for Leaving			

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	From	To	
Address			
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Employment History (Continued)

Employer	Dates		Work Performed
	From	To	
Address			
Phone	Salary		
Job Title	Starting	Final	
Supervisor's Name			
Reason for Leaving			

Employer	Dates		Work Performed
	From	To	
Address			
Phone	Salary		
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Equal Employment Opportunity Survey

Nome Community Center is an Equal Opportunity Affirmative Action Employer, as defined by State of Alaska and United States statutes. To fulfill federal and state equal opportunity reporting requirements, the following information is requested. Your responses are strictly voluntary. The information you provide cannot be used to discriminate against you.

Social Security Number: _____

Gender: ___ Male ___ Female ___ Other

Racial/Ethnic Data (check all that apply):

<input type="checkbox"/>	Alaska Native	<input type="checkbox"/>	White
<input type="checkbox"/>	Black	<input type="checkbox"/>	American Native
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Asian or Pacific Islander

Date of Birth: _____

Disabling or Handicapping Conditions

- _____ Visual Impairment
- _____ Hearing Impairment
- _____ Developmental Disability
- _____ Other Physical Impairment (please specify)

- _____ Psychological Impairment (Mentally Restored)
- _____ Chemical Dependence
- _____ Multiple Disabilities
- _____ Other
- _____ No Disabling or Handicapping Condition

Veteran's Information

Branch of Service: _____

Dates of Active Duty: _____

Location of Residence: _____

Served in Vietnam? _____



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Nome Children's Home Application Addendum

Required Information for Hire:

Are you 21 years of age or older? (Circle one) Yes / No

References specific to skills and abilities in child care (Must have 3, can repeat prior references)

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____

CPR/First Aid Certified? Y/N Expiration Date: _____