



Douglas Indian Association  
Tribal Government

811 W. 12<sup>th</sup> St. Juneau, Alaska 99801-1529

Phone: (907) 364-2916 Fax (907) 364-2917



## Employment Application

This application is for one job class only unless the recruitment announcement allows you to apply for a job class series. Separate applications must be turned in for each job class for which you want to apply. A job class is a set of individual positions that have been grouped together and given the same official title because they have the same kind of duties and responsibilities. The Douglas Indian Association (DIA) office distributes a list of job classes open for application with a description of each. Read these descriptions BEFORE you fill out this application to see that you have the education and/or experience required. You can find the list of job classes that provide more information about completing this application form at the DIA office listed below.

If you wish to update an application already on file with us, you may do so provided the job class is open to recruitment. However, if the application on file is more than one year old, you must submit a new (complete) application.

Complete all parts of this application except any that are not mandatory. An application which does not contain essential information, or which is illegible will be returned to you. To receive full credit for your training and experience you must provide complete and detailed information. REPORT ADDRESS AND TELEPHONE CHANGES PROMPTLY TO OUR OFFICE LISTED BELOW. Please be sure to keep a complete copy of your application for your records.

All Douglas Indian Association employees are subject to mandatory pre-employment, random, and reasonable cause drug testing.

The Social Security Number will be used only as an identifier in our computer files. If you do not wish to give us your Social Security Number, we will assign an identification number to you. This number must be used in all correspondence or inquiries regarding application

SUBMIT TO:

Douglas Indian Association

811 West 12th Street Juneau, Alaska 99801

Phone:(907) 364-2916 Fax: (907) 364-2917

# Read Instructions on page 7 before completing this form.

**1. APPLYING FOR (Use Official Job Class Title Only)**

**Official Use Only – Date Rec'd      Received By**

--	--

**2. SOCIAL SECURITY NUMBER**

**3. ALASKA RESIDENT**

<b>Yes</b>	<b>No</b>
<b>Since</b>	<b>/</b>
<b>MO.</b>	<b>YR.</b>

**4. EMPLOYMENT STATUS**

- I have never been employed by the DIA
- Not employed by the DIA now, but I have been in the past.

**Employed by the DIA now, indicate status below:**

- FT Regular Full-Time**
- IN Introductory Employee**
- TP Temporary Employee**
- RP Regular Part-Time**
- PT Part-Time Employee**
- SE Seasonal Employee**
- CA Casual Employee**

**5. NAME**

Last	First	M.I.
------	-------	------

**6. MAILING ADDRESS**

Street or PO Box	
City, State	ZIP Code

**7. TELEPHONE NUMBERS**

Home: (    )	Business or Message: (    )
-----------------	--------------------------------

**8. VALID ALASKA DRIVER'S LICENSE**

Yes  No # \_\_\_\_\_ Commercial Endorsements

**9. EMPLOYMENT ELIGIBILITY**

Do you have a legal right to accept employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you currently a Delegate to DIA? Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

**10. I LEARNED OF THE JOB CLASS FROM**

- Job Service     Friend     TV/Radio
- THCC Employee     Personnel Department     Newspaper
- Other \_\_\_\_\_

**11. OTHER NAMES**

Any other name(s) you have used on DIA applications or under which you were previously employed by DIA:

**12. 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 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.

**13. JOB TYPE I WILL ACCEPT (See definitions in instructions on page 8)**

(A) Regular Full-Time     (B) Regular Part-Time     (C) Part-Time     (D) Seasonal     (E) Temporary     (F) Casual

**14. CONDITIONS OF EMPLOYMENT**

You will be put on the eligible list for jobs that are in the Juneau/Douglas area. You may be removed from the list if you refuse employment or are not available under any of the conditions you have said you would accept. You may change these conditions at any time by notifying the Douglas Indian Association in writing.

**Locations/Areas Where You Will Work:**       Juneau

**15. 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 job class and believe that I am qualified. I understand that if I deliberately conceal or enter false information on this form, that 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 this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I agree that the DIA, or its agents, may contact current or former employers or other persons who know me to obtain additional information.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If not signed, this application will be returned to you.**

**15. VETERANS' PREFERENCE CLAIM**

The DIA provides that veterans receive preference for open competitive hiring in the classified service. 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 veteran's 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 conditions; **OR** you were honorably discharged from active service in the United State 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 for heroism or gallantry in action; **OR**  Yes  No

Ten (10) veterans' preference points are awarded if:

You are entitled to compensation under laws administer 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. LIST RELATIVES EMPLOYED BY THE DIA**

Name	Relationship	Department
Name	Relationship	Department

**17. LIST CURRENT PROFESSIONAL LICENSES, CERTIFICATES, REGISTRATIONS**

Title	Date Obtained
Title	Date Obtained

**EDUCATION**

18. Do you have a high school diploma or GED Certificate?  Yes  No Date Received  
(Attach copy of diploma or certificate)

**19.A COLLEGE, UNIVERSITY, GRADUATE SCHOOL**

Name and Location of School	Dates Attended	Put "G" if Graduate Credit			Major or Subjects Taken	Degree Type and Year	Office Use Only
		#Qtr. Hrs.	#Sem. Hrs.	Other			
	FROM: TO:						
	FROM: TO:						
	FROM: TO:						

**19.B OTHER EDUCATION/TRAINING (vocational, technical or other)**

Name and Location of School	Kind of School	Dates Attended	Course Completed	Subjects Taken	Date Awarded		Office Use Only
					Cert.	Degree	
		FROM: TO:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
		FROM: TO:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

If minimum qualifications require education, transcripts or copies must be attached.

**20. TYPING CERTIFICATION**

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

# 21. MINIMUM QUALIFICATIONS AND WORK HISTORY

STOP: Read Instructions First!

21A. State your work experience and/or education that meet the minimum qualifications for this job class or job class series. If you do not qualify, do not apply. Be specific.

**Education:**

**Experience:** (Identify employment dates)

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

Total years/months of qualifying education: \_\_\_\_\_ years \_\_\_\_\_ months. Credit hours: \_\_\_\_\_ semester hrs. \_\_\_\_\_ quarter hrs.

Total years/months of qualifying experience: \_\_\_\_\_ years \_\_\_\_\_ months.

## 21B. DETAILED WORK HISTORY

EMPLOYER	KIND OF BUSINESS	ENDING DATE Year/Month/Day
ADDRESS	YOUR TITLE	STARTING DATE Year/Month/Day
SUPERVISOR'S NAME, TITLE, AND TELEPHONE		TOTAL TIME Year/Month/Day
If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		AVERAGE HOURS WORKED PER WEEK:
Indicate number of employees and job types supervised:		Per Week:
Percentage of time spent supervising:		
DUTIES (Be specific)		Starting Salary:
		Final Salary:

EMPLOYER	KIND OF BUSINESS	ENDING DATE Year/Month/Day
ADDRESS	YOUR TITLE	STARTING DATE Year/Month/Day
SUPERVISOR'S NAME, TITLE, AND TELEPHONE		TOTAL TIME Year/Month/Day
If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		AVERAGE HOURS WORKED PER WEEK:
Indicate number of employees and job types supervised:		Per Week
Percentage of time spent supervising:		
DUTIES (Be specific)		Starting Salary
		Final Salary
		For Office Use Only
EMPLOYER	KIND OF BUSINESS	ENDING DATE Year/Month/Day
ADDRESS	YOUR TITLE	STARTING DATE Year/Month/Day
SUPERVISOR'S NAME, TITLE, AND TELEPHONE		TOTAL TIME Year/Month/Day
If you supervised employees, indicate your responsibility by checking the appropriate box(es): <input type="checkbox"/> Hired or recommended hiring <input type="checkbox"/> Assigned and reviewed work <input type="checkbox"/> Rated work performance <input type="checkbox"/> Handled disciplinary problems		AVERAGE HOURS WORKED PER WEEK:
Indicate number of employees and job types supervised:		Per Week
Percentage of time spent supervising:		
DUTIES (Be specific)		Starting Salary
		Final Salary
		For Office Use Only

## Ethnic and Tribal Information

### TO ALL APPLICANTS:

The Information requested on this page is required for you to receive native preference for the position you are applying for.

Ethnic and Tribal Information TO ALL APPLICANTS The Information requested on this page is required for you to receive native preference for the position you are applying for

NAME:	LAST	FIRST	M.I	SOCIAL SECURITY NUMBER (not mandatory)

You must be able to provide proof of your Alaska Native or American Indian ancestry to qualify for native preference. You must provide either (check appropriate box):

- Federally recognized Tribe \_\_\_\_\_ enrollment number \_\_\_\_\_  
(name)
- Bureau of Indian Affairs Certificate of Indian Blood. Certificate number \_\_\_\_\_

If you are not of Alaska Native or American Indian ancestry, please indicate your race/ethnicity:  
(it is not mandatory that you provide this information)

#### RACE AND ETHNICITY INFORMATION

- Asian or Pacific Islander
- African-American
- Hispanic
- White

APPLYING FOR: (List Job Class Title.)



# DIA EMPLOYMENT APPLICATION INSTRUCTIONS

The following instructions and definitions are provided to help you fill out your application correctly. **PLEASE READ THEM BEFORE YOU START.** This will prevent mistakes that could slow down the processing of your application. Be sure the job classes for which you apply are OPEN TO RECRUITMENT.

**If you do not follow these Instructions or fill out all parts of the application, your application will be returned to you.**

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

1. **APPLYING FOR** Use the official **Job Class** title only. Official titles are on all Recruitment Bulletins and used in all advertising for CCTHITA Jobs. Apply only if the job class is open for recruitment and **only if you are qualified.**
2. **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.
3. **ALASKA RESIDENT** Alaska residence for purposes 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.
- 5-7. **NAME/MAILING ADDRESS/TELEPHONE NUMBER** If any of this information changes after you turn in your application BE SURE to let the CCTHITA Personnel Department know **in writing.**
11. **CONVICTIONS** If you marked "yes" to either box and do not 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, recency, and relationship to the job applied for will be evaluated in reviewing the application. **You must provide a copy of the Judgment Order regarding the conviction.**
12. **JOB TYPE YOU WILL ACCEPT** definitions:
  - Regular Full-Time:** Year-round full-time employment.
  - Regular Part-Time:** Year-round employment of at least 17.5 hours per week.
  - Part-Time:** Year-round employment of less than 17.5 hours per week.
  - Seasonal:** Work occurring annually of limited duration (for example, three months every summer).
  - Temporary:** Temporary work from as little as 30 days to one or two years.
  - Casual:** Work on an intermittent and/or unpredictable basis when needed.
13. **LOCATIONS/AREAS WHERE YOU WILL WORK** You will be certified for jobs in the location checked only. Be sure you know where each job is located. If you are interested in a specific location **only**, please specify it in the blanks provided.
21. **WORK HISTORY**
  - A. It is your responsibility to demonstrate possession of the minimum qualifications (MQs) by stating what specific education and/or experience meet this requirement. MQs are listed on the recruitment bulletin and class specification. **If you do not qualify STOP, do not apply.**
  - B. Start with your present or most recent job and work back. Include full- and part-time paid and volunteer (unpaid) work, military experience, and summer jobs. Full-time is considered 37.5 hours per week or greater. If you worked less, you worked part-time. Please specify the number of hours worked per week. If you worked for the federal government or were in the armed forces, provide G.S. ratings and/or military ranks. 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 (typist, technician, etc.) and describe what kind of supervisor duties you had (direct the work, hire, promote, fire, etc.) Incomplete answers may cause your application to be rejected or given a low score. A complete description of your duties is essential. Use separate sheets of paper if necessary. **Resumes without this information will not be accepted.**