

HUNA TOTEM CORPORATION JOB APPLICATION



Huna Totem Corporation
 9301 Glacier Highway, Suite 200
 Juneau, AK 99801
www.hunatotem.com

Tel: (907) 523-3670
 Fax: (907) 789-1896

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

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

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, HTC 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, HTC 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, have you been convicted of a misdemeanor 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 HTC. (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

EMPLOYMENT HISTORY: Please list all positions held over the past 7 years. Attach separate sheets if additional space is needed.

Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Dates of Employment:
	Reason for leaving:	
Describe your duties:		

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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 th 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 that may be helpful in a job with Huna Totem Corporation:	

**List three people that Huna Totem Corporation may contact to verify your work experience and skills.
(HTC 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 Totem Corporation to hire me or to terminate my employment. Further, I give Huna Totem Corporation 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 Totem Corporation is an "At Will" employer, which means that either the Corporation 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 Corporation has the authority to make an employment agreement with different terms than this, except the Huna Totem Corporation CEO in writing.

Applicant signature: _____

Date: _____

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