

Shee Atiká, Incorporated

315 Lincoln Street, Suite 300

Sitka, AK 99835

www.sheatika.com

-JOB BANK- EMPLOYMENT APPLICATION

Equal access to programs, services, and employment is available to all persons without regard to race, religion, sex, age, national origin, color, disability, veteran status, or any other status or classification protected by applicable state or federal law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Shee Atiká, Incorporated. Please be aware that Shee Atiká, Incorporated provides hiring preference to its qualified shareholders.

_____#

Please Print

Position Applied For		Date of Application		Social Security Number	
Last Name		First Name		Middle Initial	Maiden/Nickname/Other Name
Address		City		State	ZIP
Home/Cell Phone		Email Address		SAI shareholder? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Available for following positions: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/>			
If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>		In case of emergency, please notify: Name _____ Address _____ Phone _____ Relation to Applicant _____			
Are you legally eligible for employment in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No		I will be able to report to work _____ days after being notified that I am hired.			

Employment Experience: List last employment first. Include summer or temporary jobs. Be sure all your experience or employer related to this job are listed here, or use an extra sheet of paper if necessary.

Name and Address of Employer	Dates Employed	Average Hours per Week	Number of employees you supervised:
	From: _____ To: _____		
	Salary or Earnings Starting \$ _____ Per _____ Ending \$ _____ Per _____	Reason for leaving	
	Supervisor's Name, Title and Phone		Your Position Title
Summarize the type of work performed and job responsibilities:			

Employment Experience continued

Name and Address of Employer	Dates Employed From: To:	Average Hours per Week	Number of employees you supervised:
	Salary or Earnings Starting \$ Per Ending \$ Per	Reason for leaving	
	Supervisor's Name, Title and Phone		Your Position Title

Summarize the type of work performed and job responsibilities:

Name and Address of Employer	Dates Employed From: To:	Average Hours per Week	Number of employees you supervised:
	Salary or Earnings Starting \$ Per Ending \$ Per	Reason for leaving	
	Supervisor's Name, Title and Phone		Your Position Title

Summarize the type of work performed and job responsibilities:

References:

Please list three (3) professional references unrelated to you.

Name	Years Known	Type	How Known	Telephone Number

Education:

School	Years	Graduated	Year	Degree	Course of Study

Training History:

Completion Date	Course	Description	Certified Yes or No	Expiration Date	Credit	CEU

Additional Information

I am skilled in operating the following office equipment and/or software programs (check all that apply). Indicate level of skill by marking **L** (limited), **I** (intermediate), or **A** (advanced) behind the program:

- | | | | | |
|---------------------------------------|------------------------------------|--|--|--|
| <input type="checkbox"/> SAGE/MAS 200 | <input type="checkbox"/> MS Word | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Postage Machine | Typing speed |
| <input type="checkbox"/> MS Office | <input type="checkbox"/> MS Excel | <input type="checkbox"/> MS Outlook | <input type="checkbox"/> 10-Key Calculator | _____wpm |
| <input type="checkbox"/> MS Windows | <input type="checkbox"/> MS Access | <input type="checkbox"/> QuickBooks | <input type="checkbox"/> Copy/Fax Machine | <input type="checkbox"/> Other (list): |

I have experience in the following areas:

- | | | |
|--|---|--|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Shareholder Services | <input type="checkbox"/> Carpet Cleaning |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Database Management | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Government Contract Accounting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Bank Reconciliations | <input type="checkbox"/> Mass Mail-Out Preparation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> General Ledger Accounting | <input type="checkbox"/> Temp Office Work | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Audit Preparation | <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Quarterly Payroll Tax Reporting | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Year End Payroll Tax Reporting | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Window Washing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Painting | <input type="checkbox"/> Other _____ |

I have a valid (check all that apply):

- Alaska Driver's License
- Commercial Driver's License

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within 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. A conviction record is not absolute grounds for disqualification. The number, nature, timing, and relationship to the job applied for will be evaluated in reviewing this application.

I would like to be considered for employment with (may check one or more):

- Shee Atiká, Inc.
- Other _____

CERTIFICATE OF APPLICANT

I hereby certify that all information made on, or in connection with, this application is true and complete to the best of my knowledge and belief. I understand that Shee Atiká will rely on my answers to help me find employment, including through the listing of my name in Shee Atiká's employment data bank and in submitting my name to potential employers. I consent to the use, release and disclosure of the information stated above in this Application Form (and any other information that I may provide Shee Atiká) as Shee Atiká deems appropriate and I release Shee Atiká from any liability otherwise associated with such use, release and disclosure. I also understand that I have a continuing obligation to update the material in this Application by notifying Shee Atiká in writing if at any time my response to any of these questions changes. I hereby authorize and request any former employers, personal references including, but not limited to, friends or associates, schools, police and court personnel, credit agencies, and any other person to furnish Shee Atiká and/or its designees any information or opinions concerning my work habits, reasons for termination, eligibility for rehire, salary information, and character information, criminal history, driving records, and credit history or any other relevant information requested by Shee Atiká. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application, removal from the eligible list, or removal from employment. The Applicant understands that Shee Atiká's acceptance of this Application and/or inclusion in Shee Atiká's employment data bank is not an offer, promise or contract of employment. The Applicant further understands that Shee Atiká is free to discontinue the employment data bank at any time and/or Applicant's participation in the employment data bank. Shee Atiká does not represent or warrant that Applicant will be able to obtain employment by submission of this Application.

Signature _____

Date _____