

APPLICATION FOR EMPLOYMENT**EXEMPT MANAGEMENT****NORTHWEST INDIAN COLLEGE**

2522 Kwina Rd., Bellingham, WA 98226

(360) 676-2772 x4226

Fax: (360) 738-0136

PERSONAL INFORMATION

| | | | |
|----------------|------------|----------------|---------------------|
| Last Name | First Name | Middle Initial | Social Security No. |
| Street Address | City | State | Zip Code |
| Home Telephone | Work Phone | Message Phone | E-Mail: |

EMPLOYMENT INTERESTS**JOBS PREFERRED**

1. _____ No. of years experience in this area: _____
2. _____ No. of years experience in this area: _____

TYPE OF EMPLOYMENT DESIRED (check all that apply)

Permanent Part-time Full-time Temporary

How did you hear about NWIC? News ad Employee

Friend Relative NWIC Job Posting Board

Other _____

CONSIDERATIONS

Salary expected: Annual \$ _____ Date available to work: _____

Do you have the legal right to work in the U.S. Yes No

What hours are you able to work? _____

What days are you able to work? _____

PROFESSIONAL TRAINING, EDUCATION, AND SKILLS

| Name of Institution | Location or Address | From | To | Degree Earned | Major | Minor |
|---------------------|---------------------|------|----|---------------|-------|-------|
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CREDENTIALS AND CERTIFICATIONS

| Type | Subject Area(s) | Expiration Date |
|------|-----------------|-----------------|
| | | |
| | | |

Type of Specialized Training Received:

MANAGEMENT EXPERIENCE

List actual management positions that you have held starting with your most current employer.

| Name of Institution | Location | From | To | Grade or Subjects | Position Title | Full-time/ Part-time |
|---------------------|----------|------|----|-------------------|----------------|-------------------------|
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OTHER EXPERIENCE INCLUDING MILITARY

| Firm or Employer Name | Location | Position Title | From | To | Full-time/ Part-time |
|-----------------------|----------|----------------|------|----|-------------------------|
| | | | | | |
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Please describe your job duties and responsibilities that relate to the type of work you are applying for:

REFERENCES

Please give names of three (3) persons; either from college, employers, or individuals

who have first hand knowledge of your qualifications for the position you are applying for.

(Professional references, not character references)

References are contacted in the latter part of the application process.

| Name | Address | Telephone | Title and Employer Name |
|------|---------|-----------|-------------------------|
| | | | |
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| | | | |

Please provide any additional information about yourself that you would like NWIC to consider.

APPLICATION REQUIREMENTS

Applicants must submit the following items to the attention of Human Resources:

- 1) Completed NWIC Exempt Management Application
- 2) Cover letter or letter of application
- 3) Current and complete professional resume
- 4) Copies of transcripts required at application (originals required if hired)
- 5) Three professional references

Except as provided by the Indian Preference Act (Title 25, U. S. Code Section 473) Northwest Indian College provides equal educational and employment opportunities regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

PLEASE READ BEFORE SIGNING:

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations, and policies of the employer.

Applicant Signature

Date