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| Home  Human Resources, 2522 Kwina Road, Building #2, Bellingham, WA 98226  P/F 360.392.4230 / employment@nwic.edu  **Employment Application Form** |

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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | **Click here to enter text**. | | | | | | | | First | | | | | **Click here to enter text.** | | | | | | | | | | | | M.I. | | | **Click here to enter text.** | | Date | | | | | | **Click here to enter a date.** | | | | | |
| Street Address | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | Apartment # | | | | | | | **Click here to enter text.** | | | | | | | | | |
| City | **Click here to enter text.** | | | | | | | | | | | | | | State | | | | | | **Click here to enter text.** | | | | | ZIP | | | | **Click here to enter text.** | | | | | | | | | | | | |
| Home Phone | **Click here to enter text.** | | | | | | | | Cell Phone | | | | | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | |
| Email | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **POSITION APPLYING FOR:** | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Where did you hear about this position opening? | | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you currently employed by or have you ever worked previously at NWIC? | | | | | | YES | | | | | | NO | | | | Dates of prior NWIC employment | | | | | | | | | From | | | | | **Click here to enter a date.** | | | | | | | | To | **Click here to enter a date.** | | | |
| Are you a citizen of the United States? | | | | | | YES | | | | | | NO | | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | YES | | | | | | | NO | |
| Are you a member of a federally recognized tribe or First Nation? | | | | | | YES | | | | | | NO | | | | If no, are you a descendant? | | | | | | | | | | | | | | | | | | YES | | | | | | | NO | |
| If yes, what tribe? | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | Enrollment Number | | | | | | | | **Click here to enter text.** | | | | | | | | | | |
| Do you have a valid WA Driver’s license? | | | | | | | YES | | | | | | NO | | | | If no, are eligible to obtain one? | | | | | | | | | | | | | | | | | YES | | | | | | | NO | |
| Have you ever been convicted of any crimes in the past seven years, excluding misdemeanors and summary offenses which have been annulled, expunged or sealed by a court? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | | | NO | |
| If yes, please describe in full. **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School/GED | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | Did you graduate? | | | | | | | | | | | | YES | | | | | | NO | | |
| College/Other | | | | | Location | | | | | | From | | | | | | | | To | | | | | Degree | | | | Major | | | | | | | | Minor | | | | | | |
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| **PREVIOUS EMPLOYMENT RELEVANT TO POSITION *(Attach additional sheets if needed)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | Phone | | | | | **Click here to enter text.** | | | | | | |
| Address | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | Supervisor | | | | | **Click here to enter text.** | | | | | | |
| Job Title | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | Starting Salary | | | | | $**Click here to enter text.** | | Ending Salary | | | $**Click here to enter text.** | |
| Responsibilities | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | **Click here to enter a date.** | | | | | | | | To | | | | **Click here to enter a date.** | | | | Reason for Leaving | | | | | | | | | | | **Click here to enter text.** | | | | | | | | |
| May we contact your previous supervisor? | | | | | | | | | | | | | | | | | | | YES | | | | NO | | | | | | If no, please explain. **Click here to enter text.** | | | | | | | |
| **Employer** | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | Phone | | | | | | | **Click here to enter text.** | | | | | | | |
| Address | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | Supervisor | | | | | | | **Click here to enter text.** | | | | | | |
| Job Title | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | Starting Salary | | | | | | | $**Click here to enter text.** | | Ending Salary | | | $**Click here to enter text.** | |
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| May we contact your previous supervisor? | | | | | | | | | | | | | | | | | | | YES | | | NO | | | | | If no, please explain. **Click here to enter text.** | | | | | | | | | |
| **Employer** | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Phone | | | | | | | **Click here to enter text.** | | | | | |
| Address | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Supervisor | | | | | | | **Click here to enter text.** | | | | | |
| Job Title | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Starting Salary | | | | | | | $**Click here to enter text.** | | Ending Salary | | $**Click here to enter text.** | |
| Responsibilities | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| May we contact your previous supervisor? | | | | | | | | | | | | | | | YES | | | | | NO | | | | | | | | If no, please explain. **Click here to enter text.** | | | | | | | | |
| **Employer** | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Phone | | | | | **Click here to enter text.** | | | | | | |
| Address | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Supervisor | | | | | **Click here to enter text.** | | | | | | |
| Job Title | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | Starting Salary | | | | | $**Click here to enter text.** | | Ending Salary | | $**Click here to enter text.** | | |
| Responsibilities | | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | | **Click here to enter a date.** | | | | | | | | To | | **Click here to enter a date.** | | | | | | Reason for Leaving | | | | | | | | | | **Click here to enter text.** | | | | | | | | |
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| CREDeNTIALS, CERTIFICATIONS AND LICENSES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type | | | | | | | | | | | | | | Subject Area(s) | | | | | | | | | | | | | | | | | | | | | Expiration Date | |
| **Click here to enter text.** | | | | | | | | | | | | | | **Click here to enter text.** | | | | | | | | | | | | | | | | | | | | | **Click here to enter a date.** | |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | PROFESSIONAL References | | | | | | Please list three persons, **who are not members of your immediate family,** who have first-hand knowledge of your qualifications for the position you are applying for. NWIC may contact these individuals as professional references. | | | | | | **Full Name** | **Click here to enter text.** | Affiliation | **Click here to enter text.** | | | | Employer | **Click here to enter text.** | Phone | **Click here to enter text.** | | | Address | **Click here to enter text.** | | | | | Email | **Click here to enter text.** | | | | | **Full Name** | **Click here to enter text.** | Affiliation | | **Click here to enter text.** | | Employer | **Click here to enter text.** | Phone | | **Click here to enter text.** | | Address | **Click here to enter text.** | | | | | Email | **Click here to enter text.** | | | | | **Full Name** | **Click here to enter text.** | Affiliation | **Click here to enter text.** | | | Employer | **Click here to enter text.** | Phone | **Click here to enter text.** | | | Address | **Click here to enter text.** | | | | | Email | **Click here to enter text.** | | | | | | | |
| ApplicaTION REQUIREMENTS | | | |
| 1. Cover letter summarizing how you meet the position qualifications 2. NWIC Application Form 3. Equal Employment Opportunity (EEO) Form 4. Current and complete professional resume 5. Copies of college transcripts *(official copies required at time of hire)* 6. Three **letters** of recommendation from persons who have firsthand knowledge of your qualifications for the position. Letters can be from the same, or in addition to, the references listed above. 7. If applicable to the position, provide copies of certificates/licenses/credentials.   *NWIC hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*  *Applicants who wish to request accommodation in the hiring process should contact Human Resources for assistance.* | | | |
| Applicant’S statement | | | |
| I certify that my answers are true and complete. I authorize Northwest Indian College to investigate 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 also understand that I am required to abide by all rules, regulations and policies of Northwest Indian College. | | | |
| Signature | **Click here to enter text.** | Date | **Click here to enter a date.** |

Rev. 4/18/16