

# ALASKA NATIVE VOICES EDUCATIONAL INSTITUTE JOB APPLICATION



Alaska Native Voices Educational Institute  
 9301 Glacier Highway, Suite 200  
 Juneau, AK 99801  
[www.alaskanativevoices.com](http://www.alaskanativevoices.com)

Tel: (907) 789-8542  
 Fax: (907) 789-1896

Applicant Last Name:	First Name:
Street Address or PO Box:	City, State, Zip:
Telephone:	Email:
Social Security Number:	Message Contact Info, if needed:

**Position(s) for which you are applying.**

**Please complete the following questions**

Are you a US citizen?	<input type="radio"/> Yes	<input type="radio"/> No	
If not, do you have documentation which allows you to work in the United States?	<input type="radio"/> Yes	<input type="radio"/> No	
Are you over the age of 18?	<input type="radio"/> Yes	<input type="radio"/> No	
If you are under 18 years of age, can you provide required proof of eligibility to work?	<input type="radio"/> Yes	<input type="radio"/> No	
<p>For those jobs requiring the use of computer software, ANVEI 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.</p>			
Do you have a valid Driver's License? If yes, please list: State:      Number:      Type:      Expiration date:	<input type="radio"/> Yes	<input type="radio"/> No	
Is there any reason you would not be able to operate a company vehicle? <i>Note: Answering yes does not automatically disqualify you from employment.</i>	<input type="radio"/> Yes	<input type="radio"/> No	
Have you ever been convicted of a felony or released from incarceration 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	
Do you have a relative working for Alaska Native Voices Educaitional Institute? If yes, please list name(s) and relationship(s).	<input type="radio"/> Yes	<input type="radio"/> No	
Are you a Shareholder in any ANCSA Corporation? If yes, please list Corporation:      ID:	<input type="radio"/> Yes	<input type="radio"/> No	
Are you the Spouse or Descendant of a Shareholder in an ANCSA Corporation? If yes, please list Corporation:      ID: Relationship <input type="radio"/> Spouse <input type="radio"/> Descendant	<input type="radio"/> Yes	<input type="radio"/> No	
Are you affiliated with any tribal organization or entity? If yes, please list tribal affiliation:	<input type="radio"/> Yes	<input type="radio"/> No	
Are you available to work between May 1 through September 31st?	<input type="radio"/> Yes	<input type="radio"/> No	
ANV conforms to federal drug restrictions (including Marijuana), are you willing to be placed in random drug testing pool?	<input type="radio"/> Yes	<input type="radio"/> No	
Earliest date you can start employment:	mm	dd	yyyy
Last date available for employment:	mm	dd	yyyy

## ALASKA NATIVE VOICES EDUCATIONAL INSTITUTE JOB APPLICATION

### SELF ASSESSMENT CHECKLIST FOR PHYSICAL ABILITY ON LAND AND ABOARD BOATS:

This position will require that you be able and confident in both traveling in small craft and boats including transferring between the NPS pilot vessel to board cruise ships in Glacier Bay which can be physically and mentally challenging. Additionally, you may be responsible for guiding guests on land. You should be comfortable with the following activities and abilities before committing to a trip on NPS vessels.

PLEASE CHECK OFF ALL THE STATEMENTS BELOW THAT APPLY TO YOU. Be honest in evaluating yourself, not checking any box does not necessarily remove you from consideration:

- I can walk with and safely guide guests over distances without any physical difficulty
- I can keep my balance while walking on remote trails or walking off trail in wilderness
- I am willing and capable of safely guiding visitors in remote areas (additional training is provided)
- I can operate and assist onboard and onshore with kayaks and associated operations
- I can lift up to 50 lbs. and assist onboard and onshore with transport vessel gear and guest luggage
- I can keep my balance on a moving deck
- I can move and shift weight quickly
- I can keep my balance if the boat bumps the dock, or ship or hits a wave unexpectedly
- I can step forward confidently across a two-foot span over open water to a ladder
- I can step backward confidently across a two-foot span over open water from a ladder on to a moving platform
- I can hold onto a 90-degree vertical rope ladder for more than a minute
- I can climb ten feet up or down a 90 degree rope ladder using arms above head and facing inward (toward the ladder)
- I get regular exercise and have above-average strength, agility and fitness
- I have good depth perception
- I can hear verbal instructions over loud engine and ocean noise
- I am prone to seasickness and/or motion sickness

# ALASKA NATIVE VOICES EDUCATIONAL INSTITUTE JOB APPLICATION

## EMPLOYMENT HISTORY: If additional space is needed please attach a separate sheet.

Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Salary:
	Dates of Employment:	
Describe your duties:		
Reason for leaving:		
2nd Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Salary:
	Dates of Employment:	
Describe your duties:		
Reason for leaving:		
3rd Most Recent Employer:	Phone:	Supervisor:
Address:	Position:	Salary:
	Dates of Employment:	
Describe your duties:		
Reason for leaving:		

## EDUCATION HISTORY

College, training or experience related to this position (school or entity name and address):	Degree (highest level achieved):
High School (school name and address):	Diploma (highest level achieved):
List other training you have that may be helpful to you in a job with Alaska Native Voices Educational Institute:	

### List three people that Alaska Native Voices Educational Institute may contact to verify your work experience and skills

Name:	Phone:	Relationship:
Address:		
Name:	Phone:	Relationship:
Address:		
Name:	Phone:	Relationship:
Address:		

## ALASKA NATIVE VOICES EDUCATIONAL INSTITUTE JOB APPLICATION

Please share any additional or relevant comments/skills/interests/hobbies - AND/OR - Please tell us why you would like to work for (or) what skills you would bring to Alaska Native Voices Educational Institute?

**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 Alaska Native Voices Educaitonal Institute to hire me or to terminate my employment. Further, I give Alaska Nativice Voices Educational Institute permission to make inquiries and verify all of the employment information I provided.

**My signature also indicates that I understand that Alaska Native Voices Educational Institute is an "At Will" employer,** which means that either the comany 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 company has the authority to make an employment agreement with different terms than this, except the Manager in writing.

**My signature also indicates that I understand that,** as part of my employment obligations and responsibilities with ALASKA NATIVE VOICES EDUCATIONAL INSTITUTE, I hereby grant them unlimited rights to use any likenesses, images and videos that are created of myself during the performance of my employment, including but not be limited to inclusion in materials promoting, selling and advertising in all manner of media, the various activities of Alaska Native Voices Educaitonal Institute as determined by the company.

Applicant signature:

Date:

FOR ANVEI USE ONLY - DO NOT FILL OUT

Application received at:

Application received by:

Notes: