

EDUCATION

	HIGH SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE LEVEL COURSES
School name and location in appropriate column			
Years completed (circle)	9 10 11 12	1 2 3 4	1 2 3 ____
Diploma/Degree (Yes or No, and degree earned if applicable, and date received) in appropriate column	<input type="checkbox"/> Yes <input type="checkbox"/> No ____ Diploma ____ GED	<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____ _____ Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____ _____ Date: _____
Describe courses of study (major or emphasis) in appropriate column			

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Years known

FOR JOBS INVOLVING COMPUTER USE, PLEASE INDICATE SOFTWARE SKILL LEVELS:

	HIGHLY PROFICIENT	PROFICIENT	SOMEWHAT PROFICIENT	NO SKILLS
Microsoft Word/Other word processing software (specify)				
Excel spreadsheets/Other spreadsheet software (specify)				
Exchange, Outlook or other electronic messaging system				
Other computer software (specify)				
Ten key calculator				
Other office equipment you have experience using (specify)				

WORK HISTORY: List most recent employment first. Include summer or temporary jobs. Please explain periods of unemployment (e.g., stayed home, schooling, volunteer work, etc.). Include all jobs held within the last five (5) years and earlier employment if it is relevant to the job for which you are applying. Use an extra sheet of paper if necessary.

PLEASE DO NOT SIMPLY STATE "REFER TO RESUME."

Job Title:	From:	To:	Supervisor:	Last Salary:
Employer Name/Address:			Phone Number:	
			Fax Number:	
Duties:			Email:	
			# of Hours per week:	
			# of employees supervised:	
Reason for leaving:				
If currently employed, may we contact your present employer: YES / NO				



WORK HISTORY (Continued)

Job Title:	From:	To:	Supervisor:	Last Salary:
Employer Name/Address:			Phone Number:	
			Fax Number:	
Duties:			Email:	
			# of Hours per week:	
			# of employees supervised:	
Reason for leaving:				
Job Title:	From:	To:	Supervisor:	Last Salary:
Employer Name/Address:			Phone Number:	
			Fax Number:	
Duties:			# of Hours per week:	
			# of employees supervised:	
Reason for leaving:				
Job Title:	From:	To:	Supervisor:	Last Salary:
Employer Name/Address:			Phone Number:	
			Fax Number:	
Duties:			Email:	
			# of Hours per week:	
			# of employees supervised:	
Reason for leaving:				



Shareholder Hire Preferences: As an Alaska Native Claims Settlement Act Corporation, Goldbelt, Incorporated, (and its related entities where the corporation maintains 25 percent ownership interest), is allowed under Federal law to extend hiring and training preferences to its shareholders, shareholders' descendants and spouses, other ANCSA corporation shareholders, and/or Native Americans. Goldbelt's employment and training preferences are extended based on an individual's status as a shareholder of Goldbelt, Incorporated, enrollment as a tribal member or other evidence of affiliation with a Native community or tribe. These preferences reflect stock ownership or political affiliation with a Native community or tribe and are not a direct benefit of race or ethnicity.

Please read before signing: Goldbelt, Incorporated and its subsidiary companies (herein referred to as Goldbelt) affords all employees and job applicants equal employment opportunities in hiring, promotion, and all terms and conditions of employment without discrimination because of age, sex, marital status, race, religion, color, veteran status, national origin, or the presence of any sensory, mental, or physical disability, unless based upon a bona fide occupational qualification or the hiring preferences described above.

Goldbelt does not guarantee a minimum term of employment to at-will employees. I understand that I am applying for at-will employment with Goldbelt, which means that employment can be terminated at any time with or without cause. I further understand that if I am hired, this at-will employment relationship with Goldbelt cannot be changed except by a written document signed by the President/CEO.

In the event of my employment with Goldbelt, I will comply with all the company's rules, procedures, and regulations, including those rules and regulations set forth in Goldbelt's policy manuals and other communications distributed to employees. I understand that the furnishing of any misleading or incorrect information will render this application void and may result in termination after I am hired.

I further understand that submitting this application to Goldbelt does not imply an interview will be conducted or that I will be employed.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would unfavorably affect this application, if disclosed.

I authorize Goldbelt to perform a background check to determine my suitability for initial or continued employment, which may include gathering information relating to my educational qualifications, employment and military experience, criminal record, driving record, character, reputation and other personal characteristics as those subjects bear on my suitability for employment. I further agree that Goldbelt may withhold the release to me of information gathered from personal references or former employers, provided that the information obtained is used solely to determine my suitability for employment with Goldbelt.

I hereby acknowledge that I have read the above statement and understand the same.

Signature of applicant: _____ **Date:** _____



Reference Request – Former Employer

Name of Applicant: _____

Dear Former Employer:

I have submitted an application for employment to Goldbelt, Incorporated and/or one of its subsidiary businesses. I request and authorize you to release any information that you have concerning my employment with you, including, but not limited to, the information requested below, to Goldbelt representatives. Photocopies and faxes of this authorization may be used.

I hereby agree to waive any claim to confidentiality that I may have in the information released and to release you, your organization, and its employees, agents, and anyone acting on its behalf from any and all claims, liability, and/or damages of any nature that may result from furnishing the information requested pursuant to this authorization. The authorization to provide information pursuant to this document shall expire one year after the date of my signature below.

Name(s) used with past employer(s) _____

Signature _____ Date _____

(Applicant, do not write below this line.)

Employer Name _____

Address _____
Street City State Zip

Phone number: _____ Fax Number: _____

Employer: The above named individual has applied for employment with our company and indicates previous employment with you. Your comments below will be held in confidence. Thank you for your cooperation!

Signature _____ Date _____
Hiring Supervisor/Management Representative

Dates of Employment: from: _____ to: _____ final salary: _____

Job titles(s) and time in each position: _____

Reason for leaving: _____ Eligible for rehire: Yes ___ No ___

Other comments relating to employee's job performance: _____

Signature _____ Date _____
Employer Representative

