



# JKT Development, Inc.

## Application for Employment

Thank you for considering JKT Development Inc. in your job search. JKT Development is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any other legally protected status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

Date

### PERSONAL INFORMATION

LAST NAME	FIRST NAME		MIDDLE INITIAL
STREET ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE NUMBER	WORK PHONE NUMBER		DATE YOU CAN BEGIN
E-MAIL ADDRESS	POSITION APPLIED FOR		SALARY DESIRED

**How did you learn about us?**

- Advertisement    
  Friend    
  Walk-in  
 Newspaper    
  Online    
  Relative  
 Other

LEVEL AND TYPE OF EDUCATION	SCHOOL NAME	CITY AND STATE	LAST YEAR COMPLETED	Degree/Certificate/License
HIGH SCHOOL			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
COLLEGE OR UNIVERSITY				
OTHER SCHOOLS				

SPECIAL SKILLS
Software Applications:
Other Skills:

### EMPLOYMENT RECORD

Please list your most recent jobs first. Include military service as part of your employment record. If you have a resume, please attach it to this form.

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year) From:                      To:
Starting Salary	Ending Salary
Reason for Leaving	Essential Job Duties

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### GENERAL INFORMATION

Do you have the legal right to work in the United States? (if hired, you will be required to provide identification to prove eligibility for	<input type="checkbox"/> yes <input type="checkbox"/> no
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employment)	
Have you been employed or attended school using any other name? If yes, please indicate Names previously used:	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations? If yes, please explain:  <small>(Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)</small>	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you able to perform the primary duties of the job as outlined in the newspaper advertisement, announcement, posting, job line, job description, with or without reasonable accommodation? If no, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? If yes, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no

**Are you currently employed?**  yes    no

**Are you currently on "lay-off" status and subject to recall ?**  yes    no

**May we contact your present employer?**  yes    no

**Can you travel if a job requires it?**  yes    no

**Do you have a valid drivers license?**  yes    no

**Have you been employed with us before ?**  yes    no

**Have you filed an application with us before?**  yes    no

**ADDITIONAL INFORMATION:**

Please list any additional employers, periods of time not worked, or any other information that you believe we should know in considering your application for employment.

**APPLICANT'S STATEMENT:**

**Please read the statements below and check the box to indicate your agreement with each statement.**

- I certify that I have answered the above questions truthfully and have not withheld any initial information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.
  
- I authorize JKT Development Inc. to thoroughly investigate my references, work record, initial education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release JKT Development Inc., my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
  
- I authorize JKT Development Inc. to investigate whether I have a criminal record of initial convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. JKT Development Inc. has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.
  
- If hired, I recognize the rules and policies of JKT Development Inc. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of JKT Development Inc. or myself. I understand that the Executive Director of the company is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
  
- I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to JKT Development Inc. for their use in evaluating my suitability for employment. Further, I release the examining facility and JKT Development Inc. from any and all liability, and from any damage that may result from the release of such information.

**By entering my name below, I submit this application and acknowledge that JKT Development Inc, may conduct a record check of my criminal history, as a condition of employment.**

Name of Applicant:

Date:

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**Return Completed Application to:**

**Attn:** Personnel Manager

**Email:** [bneff@jamestowntribe.org](mailto:bneff@jamestowntribe.org)

**Fax:** 360-683-9583

**Mail:** P.O. Box 1149  
Carlsborg, WA 98324

**No Phone Calls Please**