



## Shareholder Talent Bank Form

### Akhiok-Kaguyak, Inc.

1400 W. Benson Blvd., Suite 425 • Anchorage, Alaska 99503  
Phone: (907) 258-0604 • Fax: (907) 258-0608

Akhiok-Kaguyak, Inc. (AKI) Shareholders:

Thank you for taking the time to fill out this "Shareholder Talent Bank form". The information will be used to help meet the needs of our shareholders through future planning efforts. You're personal information will not be shared with other organizations without your permission. **Please note:** This is not an application for employment. This is an internal tool and to be used for the purpose of assisting the corporation in decisions regarding shareholder employment or education assistance and opportunities.

Completing this form does not guarantee any offers. If you have questions call the AKI office at (907) 258-0604 or 1-888-258-0337.

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Last Name	First	Middle Initial	SSN	Birth date:
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Street or Mailing Address	City	State	Zip Code
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Home Phone	Work or Message Phone	Cell Phone/Page	Email
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### EDUCATION:

High School Graduate  Yes  No  GED Highest College Level  1  2  3  4  5  6  
College Degree  Associates  Bachelors  Master  PHD

Name and Location of School(s):

\_\_\_\_\_

Please include College, Vocational, Apprenticeship and Seminars:

\_\_\_\_\_

College Major:

\_\_\_\_\_

Professional Licenses and/or Certificate: \_\_\_\_\_

Drivers License	Yes	No
Are you currently employed?	Yes	No

If yes, please list your present occupation:

\_\_\_\_\_

Are you employed?	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Are you retired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you self-employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Type of business

\_\_\_\_\_

## AREA(S) OF INTEREST:

Please place a check mark in the boxes of the work areas you are most interested in.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <input type="checkbox"/> Accounting/Finance       | <input type="checkbox"/> <input type="checkbox"/> Legal                         | <input type="checkbox"/> <input type="checkbox"/> Contracts          |
| <input type="checkbox"/> <input type="checkbox"/> Administrative Support   | <input type="checkbox"/> <input type="checkbox"/> Social Work                   | <input type="checkbox"/> <input type="checkbox"/> Communications     |
| <input type="checkbox"/> <input type="checkbox"/> Business Administration  | <input type="checkbox"/> <input type="checkbox"/> QC/Safety                     | <input type="checkbox"/> <input type="checkbox"/> Construction       |
| <input type="checkbox"/> <input type="checkbox"/> Computer Services        | <input type="checkbox"/> <input type="checkbox"/> Public Relations              | <input type="checkbox"/> <input type="checkbox"/> Project Management |
| <input type="checkbox"/> <input type="checkbox"/> Education                | <input type="checkbox"/> <input type="checkbox"/> Health                        | <input type="checkbox"/> <input type="checkbox"/> Human Resources    |
| <input type="checkbox"/> <input type="checkbox"/> Engineering              | <input type="checkbox"/> <input type="checkbox"/> Skilled Trades                | <input type="checkbox"/> <input type="checkbox"/> Government/FAR     |
| <input type="checkbox"/> <input type="checkbox"/> Environmental/Lands      | <input type="checkbox"/> <input type="checkbox"/> Shareholder Services          | <input type="checkbox"/> <input type="checkbox"/> Management         |
| <input type="checkbox"/> <input type="checkbox"/> Hospitality/Food Service | <input type="checkbox"/> <input type="checkbox"/> Equipment/Machinery Operation |  |

Other (please Specify) \_\_\_\_\_

Would you be willing to relocate for employment?

- No, I am not interested in relocating.
- Yes, I am willing to relocate within the state.
- Yes, anywhere in the United States.
- Yes, I am willing to relocate anywhere.

Are you willing to travel for employment? Yes, up to \_\_\_\_\_ days per year.      No

Would you be willing to attend additional training to advance your career?

- Yes       No

What do you feel is the biggest challenge (if any) to complete a training program?

1 = biggest challenge,    2 = medium challenge,    3 = small challenge

- |   |                          |
|---|--------------------------|
|   | <i>Please circle one</i> |
| • Lack of funding                       | 1   2   3                |
| • Lack of training available            | 1   2   3                |
| • Length of time required to complete   | 1   2   3                |
| • Location of training away from family | 1   2   3                |
| • Other _____                           | 1   2   3                |

## RELATED ACTIVITIES

Please describe any school activities (High School and College) in which you have been an active participant:

Please list any honors or awards you've received or other accomplishments you've been recognized for:

Please describe any other education, training or related experience:

## WORK EXPERIENCE:

Place an X in each box, if you have immediate working experience in performing the job function.

<u>ADMINISTRATIVE</u>	<u>TECHNICAL</u>	<u>SKILLED Continued</u>
<input type="checkbox"/> 10 Key SPM _____	<input type="checkbox"/> AN/GRN-29	<input type="checkbox"/> Drum Dollies
<input type="checkbox"/> A/P Technician	<input type="checkbox"/> Civil Engineer	<input type="checkbox"/> Electrician
<input type="checkbox"/> A/R Technician	<input type="checkbox"/> Electronics Technician	<input type="checkbox"/> Electrician/Maintenance
<input type="checkbox"/> Accountant	<input type="checkbox"/> Electrical Engineer	<input type="checkbox"/> Food Service Worker
<input type="checkbox"/> Accounting Clerk	<input type="checkbox"/> Environmental Technician	<input type="checkbox"/> General Labor
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> FARS/Government Contracts	<input type="checkbox"/> Ground Maintenance
<input type="checkbox"/> Administer Contracts	<input type="checkbox"/> ILS	<input type="checkbox"/> Hand Truck
<input type="checkbox"/> Analyze Statistical Information	<input type="checkbox"/> Instrumentation Tech	<input type="checkbox"/> Hazardous Waste
<input type="checkbox"/> Benefits Technician	<input type="checkbox"/> Logistic Engineer	<input type="checkbox"/> Heavy Equip. Operator
<input type="checkbox"/> Business/Clerical	<input type="checkbox"/> Mechanical Engineer	<input type="checkbox"/> Housekeeper/Janitorial
<input type="checkbox"/> Process Check/billing Tech	<input type="checkbox"/> METNAV	<input type="checkbox"/> HVAC Technician
<input type="checkbox"/> Data Entry	<input type="checkbox"/> NAVAIDS	<input type="checkbox"/> Hydraulics
<input type="checkbox"/> Controller	<input type="checkbox"/> Airplane Pilot	<input type="checkbox"/> Automotive Mechanic
<input type="checkbox"/> File Clerk	<input type="checkbox"/> Project Manager	<input type="checkbox"/> Lift 50 Pounds, Plus
<input type="checkbox"/> G/L Technician	<input type="checkbox"/> Power Plant Operator	<input type="checkbox"/> Lift up to 50 Pounds
<input type="checkbox"/> Grant Writer	<input type="checkbox"/> QC/Safety	<input type="checkbox"/> Liquid Fuel System Mechanic
<input type="checkbox"/> Inventory Control	<input type="checkbox"/> Telecommunications Mechanic	<input type="checkbox"/> Maintenance Technician
<input type="checkbox"/> Paralegal		<input type="checkbox"/> Material Coordinator
<input type="checkbox"/> Payroll Technician	<b><u>CERTIFICATION/LICENSE</u></b>	<input type="checkbox"/> Plumber/Pipe Fitter
<input type="checkbox"/> Proof Reader	<input type="checkbox"/> Asbestos Abatement	<input type="checkbox"/> Radio Dispatch
<input type="checkbox"/> Human Relations	<input type="checkbox"/> CDL Class A	<input type="checkbox"/> Spill Response
<input type="checkbox"/> Supervise/Train Personnel	<input type="checkbox"/> CDL Class B	<input type="checkbox"/> Warehouse Specialist
<input type="checkbox"/> Receptionist/Switchboard	<input type="checkbox"/> CDL Class C	
<input type="checkbox"/> Transcriptions	<input type="checkbox"/> Certified Forklift Driver	<b><u>Training</u></b> – Please note there is no Guarantee of receiving training, in the event the opportunity arises, AKI would like to know your areas of interest.
<input type="checkbox"/> Typing WPM _____	<input type="checkbox"/> Confined Space	
<input type="checkbox"/> Word Processing	<input type="checkbox"/> CPR/First Aid/EMT/CHR	
	<input type="checkbox"/> Day Care	
<b><u>COMPUTER</u></b>	<input type="checkbox"/> Food handler	
<input type="checkbox"/> AS400	<input type="checkbox"/> Drivers License	<input type="checkbox"/> Accounting
<input type="checkbox"/> Adobe PageMaker	<input type="checkbox"/> HAZWOPER 24	<input type="checkbox"/> Asbestos Abatement
<input type="checkbox"/> Auto CADD	<input type="checkbox"/> HAZWOPER 40	<input type="checkbox"/> Auto CADD
<input type="checkbox"/> Corel/DRAW	<input type="checkbox"/> HVAC	<input type="checkbox"/> Business/Clerical
<input type="checkbox"/> Dbase	<input type="checkbox"/> Journeyman Carpenter	<input type="checkbox"/> CDL
<input type="checkbox"/> Desk Top Publishing	<input type="checkbox"/> North Slope Training Card	<input type="checkbox"/> Certified Forklift Driver
<input type="checkbox"/> E-mail	<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Computer Skills
<input type="checkbox"/> Freelance Graphics	<input type="checkbox"/> OSHA 10-hr.	<input type="checkbox"/> CPR/First Aid/EMT/CHR
<input type="checkbox"/> Internet Browser	<input type="checkbox"/> Painter Certificate 8 hr/16 hr	<input type="checkbox"/> Electrical
<input type="checkbox"/> Lotus 123	<input type="checkbox"/> Six Pack Certificate	<input type="checkbox"/> HAZWOPER
<input type="checkbox"/> Lotus Notes	<input type="checkbox"/> Secret Security Clearance	<input type="checkbox"/> Heavy Equipment
<input type="checkbox"/> Macintosh Computer	<input type="checkbox"/> Sprinkler Pipe fitter	<input type="checkbox"/> Hospitality/Tourism
<input type="checkbox"/> MS Access	<input type="checkbox"/> Water Safety Certificate	<input type="checkbox"/> HVAC
<input type="checkbox"/> MS Excel	<input type="checkbox"/> Welder	<input type="checkbox"/> NSTC
<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/>	<input type="checkbox"/> OSHA 10- hr
<input type="checkbox"/> MS Project	<input type="checkbox"/> <b><u>SKILLED</u></b>	<input type="checkbox"/> Painters Certificate
<input type="checkbox"/> MS Publisher	<input type="checkbox"/> Boat Operator	<input type="checkbox"/> Six Pack
<input type="checkbox"/> MS Word	<input type="checkbox"/> Buyer/Purchaser	<input type="checkbox"/> Travel Agent
<input type="checkbox"/> Novell	<input type="checkbox"/> Billeting Specialist	<input type="checkbox"/> Water Safety
<input type="checkbox"/> ORACLE	<input type="checkbox"/> Boiler Plant Operator	<input type="checkbox"/> Spill Response
<input type="checkbox"/> Quark Xpress	<input type="checkbox"/> Carpenter	<input type="checkbox"/> Land & Resources
<input type="checkbox"/> Unix	<input type="checkbox"/> Carpenter's Helper	<input type="checkbox"/> Realtor
<input type="checkbox"/> Spreadsheet Applications	<input type="checkbox"/> Construction Estimator	
<input type="checkbox"/> Scanning	<input type="checkbox"/> Cook	
<input type="checkbox"/> VMS	<input type="checkbox"/> Cook, Prep	
<input type="checkbox"/> WinNT/2000	<input type="checkbox"/> Diesel Engineer	
<input type="checkbox"/> Word Perfect	<input type="checkbox"/> Dormitory Supervisor	

## **COMMENTS**

Please provide additional comments relating directly to training, education and employment not included in this questionnaire (Please attach additional paper if needed.)

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*Thank you for your input! Please mail completed form in the self-addressed envelope to AKI.*