

CHIEF EXECUTIVE OFFICER

APPLICANT INSTRUCTIONS

Thank you for your interest in Chinook Enterprises and the *Chief Executive Officer* position. Kara Turner, Turner HR Services, Inc. will be assisting our organization in this very important selection process.

If you have reviewed the job announcement and feel you have the passion and qualifications to lead our organization, we invite you to apply. Please submit your application, resume and a cover letter addressing the following areas:

* *What experiences, skills and traits qualify you for this position?*
* *Why does Chinook Enterprises’ mission and service to the community appeal to you?*
* *Why is the CEO position the right next step for you in your career? (Please directly address your leadership experience in the manufacturing environment if applicable.)*

Please submit completed materials by email to [kara@turnerhrservices.com](mailto:kara@turnerhrservices.com).

Questions regarding materials may be referred to Kara Turner by email or phone

(360) 739-5531.

First preference given to application packets received by 5pm on October 29, 2020. Position will remain open until filled.

*Chinook Enterprises*

*is an Equal Opportunity Employer and Drug Free Workplace*

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EMPLOYMENT APPLICATION

**Position applying for:**

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| Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your résumé. Use additional sheets provided if more space is required. |

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| Name (Last) (First) (M.I.) |
| Address (Street) (City) (State) (Zip) |
| Phone Number Email Address |

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| Do you have the legal right to work in the U.S.?  Yes  No  *Note: All employment offers are contingent upon proof of eligibility to work in the U.S.* |
| Are you available to work:  Full-time  Part-time  Temporary  Please list the hours and days of the week you are available: |
| Have you ever been dismissed, discharged, fired or asked to resign from a position?  Yes  No  If yes, please explain. |

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| --- | --- | --- | --- |
| **Education** | | | |
| **Type of School** | **School & Location** | **Years Completed** | **Degree/Certificate**  *(Include year earned for higher level degrees for verification purposes.)* |
| **High School** |  | 9th 10th 11th  12th GED |  |
| **College or University Studies** |  | 1 2 3 4 |  |
| **Graduate School** |  | 1 2 3 4 |  |
| **Business or Tech. School** |  | 1 2 3 4 |  |
| **Other Relevant Training / Courses** |  |  |  |

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| --- | --- | --- | --- |
| **License/Registration/Certificate** | | | |
| **Description** | **State** | **Number** | **Expiration** |
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| **Work History** |

***Begin with your most recent experience****.* List all jobs separately (including military) and identify gaps in employment. ***A résumé will not substitute for the information required in this section.*** Résumés may be attached, but do not write “See Résumé” in lieu of completing the application.

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| If employment was under different name, indicate name: |

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| **CURRENT/MOST RECENT EMPLOYER:** | FROM: / / | TITLE: |
|  | TO: / / | PRIMARY DUTIES: |
|  | HOURS / WEEK: |
| ADDRESS: |
|  | SUPERVISOR: |
|  | REASON FOR LEAVING: |
|  |
| SUPERVISOR’S PHONE #: | DO YOU HAVE A CONCERN IF WE CONTACT EMPLOYER? IF YES, PLEASE EXPLAIN.  No  Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EMPLOYER:** | FROM: / / | TITLE: |
|  | TO: / / | PRIMARY DUTIES: |
|  | HOURS / WEEK: |
| ADDRESS: |
|  | SUPERVISOR: |
|  | REASON FOR LEAVING: |
|  |
| SUPERVISOR’S PHONE #: | DO YOU HAVE A CONCERN IF WE CONTACT EMPLOYER? IF YES, PLEASE EXPLAIN.  No  Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EMPLOYER:** | FROM: / / | TITLE: |
|  | TO: / / | PRIMARY DUTIES: |
|  | HOURS / WEEK: |
| ADDRESS: |
|  | SUPERVISOR: |
|  | REASON FOR LEAVING: |
|  |
| SUPERVISOR’S PHONE #: | DO YOU HAVE A CONCERN IF WE CONTACT EMPLOYER? IF YES, PLEASE EXPLAIN.  No  Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EMPLOYER:** | FROM: / / | TITLE: |
|  | TO: / / | PRIMARY DUTIES: |
|  | HOURS / WEEK: |
| ADDRESS: |
|  | SUPERVISOR: |
|  | REASON FOR LEAVING: |
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| SUPERVISOR’S PHONE #: | DO YOU HAVE A CONCERN IF WE CONTACT EMPLOYER? IF YES, PLEASE EXPLAIN.  No  Yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- |
| **EMPLOYER:** | FROM: / / | TITLE: |
|  | TO: / / | PRIMARY DUTIES: |
|  | HOURS / WEEK: |
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| **ADDITIONAL EXPERIENCE (volunteer, internship, etc.):** |

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

Chinook Enterprises is required under Federal and State Law to inquire about an applicant’s criminal history, for purposes of employment, in compliance with the “exceptions” of the Washington Fair Chance Act (HB1298).

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I understand that a criminal background check may be required by position.

I have read, understand, and by my signature consent to these statements.

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| **Signature of Applicant** |  | **Date** |

*This application for employment will remain active for a limited time.*

MINIMUM QUALIFICATIONS CHECKLIST

**Chief Executive Officer**

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| **QUALIFICATIONS** | **Yes** | **No** |
| I have a Bachelor’s Degree in Business, Human Services, Manufacturing/Engineering, Public Administration, or Rehabilitation or related field. Master’s Degree in a related field *preferred*. |  |  |
| I have five or more years of senior leadership experience. |  |  |
| I have financial/budget management experience. |  |  |
| I have passion and past experience, either through paid or volunteer services, to support and serve individuals with disabilities. |  |  |
| I have direct experience in manufacturing operations and processes *preferred*. |  |  |
| I have knowledge of leadership and management principles and demonstrated leadership skills including setting a vision, staff development, coaching, problem solving, producing effective results, etc. |  |  |
| I am proficient with Microsoft Suite software products. |  |  |
| I have the ability to obtain a valid Washington State driver’s license by the time of hire for work-related travel, and pass the background check. |  |  |
| I meet all other “qualifications” as listed in the job description. If not, please describe: |  |  |

***I hereby certify that all statements made above are true and correct.***

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Signature Date

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Print Name