



To apply for any posted position please complete a Hecla Greens Creek Mining Co application and submit to Juneau Job Center.

Applications and resumes are accepted for current open recruitment for a position only. If you are interested in more than one position, a separate application must be submitted for each job posting.

***Applications may be delivered to:***

**10002 Glacier Hwy. Suite 100**

**Juneau, AK 99801-8569**

Phone: 465-4562

*Fax to:* **907-465-2984**

Email: **juneau.jobcenter@alaska.gov**

**Please be advised** the following factors in our assessment process:

- Hecla Greens Creek Mining Co is committed to providing a safe work environment for all employees and drug screening is performed using **hair follicle** testing.
- Criminal background checks are conducted using an outside contractor that reviews criminal history for all states. If you have a criminal record it will not necessarily disqualify you from consideration. However, failure to properly disclose a felony conviction may preclude you from future consideration.

Employees, both potential and active will be treated in a way which will be free of bias on the grounds of race, color, religion, sex, age, disability, marital status, citizenship or any other characteristic protected by law.

**Hecla Greens Creek Mining Company is an Equal Employment Opportunity Employer. We are committed to a work environment in which all individuals are treated with dignity and respect.**

# Hecla Greens Creek Mining Company

# Employment Application

AN EQUAL OPPORTUNITY EMPLOYER



★**FILL IN APPLICATION COMPLETELY AND CLEARLY TO RECEIVE CONSIDERATION**★

PRINT NAME IN FULL – LAST			FIRST	MIDDLE	DATE (MM/DD/YY)
MAILING ADDRESS		CITY	STATE	ZIP CODE	CELL /BUSINESS/SCHOOL PHONE
PERMANENT ADDRESS		CITY	STATE	ZIP CODE	HOME PHONE
ARE YOU <b>UNDER</b> 18 YEARS OF AGE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF <b>YES</b> , GIVE BIRTHDATE (MM/DD/YY) / /			E-MAIL ADDRESS		
YOU ARE REQUIRED TO DISCLOSE IF YOU HAVE EVER BEEN CONVICTED IN A COURT FOR A FELONY.  IF YES, STATE PARTICULARS ON PAGE 5. (NOTE: IF "YES," YOU WILL NOT NECESSARILY BE DISQUALIFIED FROM CONSIDERATION.)			DO YOU CURRENTLY HOLD ATF POSSESSORS CLEARANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO (NOTE: ATF CLEARANCE REQUIRED FOR SOME POSITIONS, IF "NO" YOU WILL NOT NECESSARILY BE DISQUALIFIED FROM CONSIDERATION.)		

## GENERAL

POSITION APPLIED FOR		STARTING SALARY EXPECTED PER MONTH	DATE AVAILABLE
HOW WERE YOU REFERRED TO HECLA?			
GEOGRAPHIC PREFERENCE		WILL YOU CONSIDER OTHER LOCATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU WILLING TO TRAVEL? <input type="checkbox"/> YES <input type="checkbox"/> NO
HAVE YOU PREVIOUSLY APPLIED TO HECLA GREENS CREEK MINING CO.? <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU EVER BEEN EMPLOYED BY GREENS CREEK MINING CO. OR OTHER HECLA LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, WHEN?	LOCATION

## EMPLOYMENT HISTORY

**INSTRUCTIONS:** (1) Account for **all** periods of **employment** and **unemployment**, including military. **Attach additional pages as necessary.**

(2) **BEGINNING WITH YOUR LAST OR PRESENT EMPLOYER**, list all employers for whom you have worked, either full-time or part-time, since you completed your full-time education. **Do not write, "See Resume."**

(3) Include relevant employment before you completed your education.

(4) Describe, giving dates and reasons for each period of **unemployment** on a separate sheet and attach to this application.

Indicate by number any employers whom you do **NOT** want contacted for reference immediately, (1\*- 11\*) \_\_\_\_\_

EMPLOYED FROM (MM/YY)	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
1*				
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				

**EMPLOYMENT HISTORY (Continued)**

EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM (MM/YY)	2*			
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM (MM/YY)	3*			
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM (MM/YY)	4*			
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM (MM/YY)	5*			
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM (MM/YY)	6*			
TO (MM/YY)	TYPE OF BUSINESS	AREA CODE – PHONE	HRS PER WEEK	
JOB TITLE AND DUTIES				

**EDUCATION**

<b>HIGH SCHOOL(S) (Name, City/State)</b>	<b>HIGHEST GRADE COMPLETED</b>	<b>GRADUATED?</b>		
	9 10 11 12	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> No		
<b>COLLEGE/UNIVERSITY, TRADE SCHOOL OR OTHER (City /State)</b>	<b>COURSE OF STUDY</b>	<b>GRADUATED?</b>	<b>Type of Degree</b>	<b>Date(s) Attended</b>
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Cert. <input type="checkbox"/> No		
		<input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Cert. <input type="checkbox"/> No		
<b>SPECIAL PROJECTS OR PAPERS, GRADUATE THESIS or DOCTORAL DISSERTATION:</b>				

**SPECIAL QUALIFICATIONS**

<b>LIST EQUIPMENT, MACHINE AND/OR SYSTEM OPERATING AND/OR MAINTAINING SKILLS, AND PROFICIENCY LEVEL.</b> [Include any applicable apprenticeship(s) or equivalent program(s).]
<b>OFFICE SKILLS</b> (e.g. Use of word processing, spreadsheet, presentation, office support software; document processing, report compilation, etc.)
<b>LANGUAGES</b> (Indicate ability to read, write, or speak)
<b>MILITARY SERVICE</b> (Branch of service, highest rank achieved, special training, etc.)
<b>OTHER SPECIAL TRAINING, SKILLS OR QUALIFICATIONS</b>

**IMPORTANT: READ CAREFULLY! AS AN APPLICANT, YOU AGREE TO AND UNDERSTAND THE FOLLOWING:**

**CERTIFICATION:** I certify that the information on this application and attachments are true, correct, and complete; and I understand that any misleading or illegible information, omission, or falsification of this information is grounds for rejection of this application or my dismissal from employment.

**AUTHORIZATION:** I authorize HECLA GREENS CREEK MINING CO. and/or their assigned representatives to verify the information set forth in this application and to obtain additional information relating to my employment background, character, and qualifications. I authorize and will provide additional authorization as requested to all persons, schools, companies, corporations, credit bureaus, law enforcement agencies, and my present and/or prior employers to supply HECLA GREENS CREEK MINING CO. and/or their assigned representatives any information concerning my employment background, character, and qualifications, and release all parties from all liability for any damage resulting from furnishing same to HECLA GREENS CREEK MINING CO.

**COMPLIANCE:** I agree to comply with all company policies, procedures, rules, and regulations now or hereafter effective.

**UNDERSTANDING:** I understand that if employed, my employment is for no definite period of time and that I may terminate my employment relationship with HECLA GREENS CREEK MINING CO. at any time, for any reason, and that HECLA GREENS CREEK MINING CO. has the same right, subject to applicable federal and state law. I also understand that no management official other than the Vice President Human Resources has any authority to enter into any agreement contrary to the foregoing or to make any assurance or promise of continued employment. I understand that acceptance of an offer of employment does not create any contractual obligation upon me or upon HECLA GREENS CREEK MINING CO. to continue my employment in the future.

**CONSENT:** I hereby consent to a post-offer, pre-employment medical examination and inquiries, and post-offer, pre-employment alcohol, drug, and substance screening, and I understand that any offer of employment will be contingent upon satisfactory results of such examination inquiries and screening(s).

**VERIFICATION:** If employed, I promise, as a condition of employment, that I will within three days of starting work submit to the Human Resources Department verification of my U.S. employment eligibility as required by law on INS Form I-9 or its successor form.

The below signed applicant hereby acknowledges that he/she has carefully read, understands, and agrees to the above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

**IF THIS SECTION IS NOT COMPLETED, YOUR APPLICATION WILL NOT BE GIVEN CONSIDERATION.**

**HECLA GREENS CREEK MINING CO.  
FAIR CREDIT REPORTING ACT (FCRA) DISCLOSURE**

HECLA Greens Creek Mining Co. may procure a consumer report and/or investigative consumer report on you in connection with your employment application. A consumer reporting agency may obtain the report for Hecla Greens Creek Mining Co.

The report will contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional reference checks, licensing and certification checks, etc. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request.

Hecla Greens Creek Mining Co. will furnish you with a summary of your rights under the FCRA.

**AUTHORIZATION**

I have carefully read and understand this disclosure and authorization form. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency to Hecla Greens Creek Mining Co. I understand that if Hecla Greens Creek Mining Co. hires me, my consent will apply throughout my employment unless I revoke or cancel it by submitting a signed letter. I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during, or after my employment, if any, may be utilized for the purpose of obtaining consumer reports or investigative consumer reports.

By my signature below, I also authorize the disclosure of information concerning my employment history, earnings history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information deemed pertinent by the consumer reporting agency to the agency by the following: past or present employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state, and local courts; the military; credit bureaus; and, motor vehicle records agencies.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HECLA GREENS CREEK MINING CO.  
REFERENCE AND EMPLOYMENT VERIFICATION**

**IF THIS SECTION IS NOT COMPLETED, YOUR APPLICATION WILL NOT BE GIVEN CONSIDERATION.**

Name: \_\_\_\_\_ S.S. No.: \_\_\_\_\_

Other Names Used: _____ _____ _____	Date: _____ _____ _____	Under what name did you attend/graduate high school? _____ _____ _____
		Driver's License No.: _____ State: _____

Have you ever been convicted of a felony?  Yes  No  
*(If yes above answer a & b. Attach additional paper if necessary)*

a) Location (city, county, state): \_\_\_\_\_ Date: \_\_\_\_\_

b) Nature of conviction: \_\_\_\_\_  
 \_\_\_\_\_

Previous Residences (Including city and state)	From (month/year)	To (month/year)
1)		
2)		
3)		

**References:** List name, company, title and contact information for three business/professional references.

Name	Company	Title	Business Telephone	Home Telephone

Are you currently employed?  Yes  No  
*(If yes, answer a, b, c & d)*

a) Would contacting your present supervisor/employer jeopardize your current position?  Yes  No

b) Is your immediate supervisor aware that you are seeking other employment?  Yes  No

c) Have you already given notice to your present employer?  Yes  No

d) May we contact your immediate supervisor/employer?  Yes  No

I believe the information I have provided is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This information provided for your reference.***  
**DO NOT SUBMIT WITH APPLICATION**

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave., N.W., Washington, D.C. 20580

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus.
- You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS::	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator- GIPSA Washington, DC 20250 202-720-7051