



Employment Application

Position Applied For: _____

Name: _____
Last First Middle

Address: _____

Telephone Number _____ Social Security Number _____

I am seeking Temporary Work Permanent Work

Do you have any physical condition, which may limit the performance of the duties in the position for which you have applied? If yes, please explain: _____

If necessary for the job I am able to: (check all that apply)

Work Shifts Work Overtime Provide a valid Alaska Drivers License

If hired, when will you be available to start work? _____

Education

High School	Name and Location	Yrs. Completed	Field of Study	Graduate or Degree
College/University				
Business/Technical				
Other				

Military Service Yes No Duty/Specialized Training _____

References: List two personal references that are not relatives or former supervisors.

Name Address/Phone Occupation Years Known

Employment: List last employment first, include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here.

Employer Name and Address	Position Title/Duties and Skills		Dates Employed
			From _____ To _____
			Salary _____
			Reason for Leaving _____
	Supervisor's Name	Telephone	
Employer Name and Address	Position Title/Duties and Skills		Dates Employed
			From _____ To _____
			Salary _____
			Reason for Leaving _____
	Supervisor's Name	Telephone	
Employer Name and Address	Position Title/Duties and Skills		Dates Employed
			From _____ To _____
			Salary _____
			Reason for Leaving _____
	Supervisor's Name	Telephone	
Employer Name and Address	Position Title/Duties and Skills		Dates Employed
			From _____ To _____
			Salary _____
			Reason for Leaving _____
	Supervisor's Name	Telephone	
Employer Name and Address	Position Title/Duties and Skills		Dates Employed
			From _____ To _____
			Salary _____
			Reason for Leaving _____
	Supervisor's Name	Telephone	

Professional Licenses, Certifications or Registrations: _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Typing Speed: _____

Additional skills or information regarding your career/occupation you wish to bring to the employer's attention: _____

Emergency Contact:

Name: _____ **Relationship:** _____

Daytime Phone _____ **Other Phone:** _____

Information to the applicant: As a part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired you may be immediately discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment in a specific position, you may be required by law to: have a physical examination, subject to pre-employment drug testing, provide evidence of citizenship or date of birth, or to sign a conflict of interest agreement and abide by its terms. By signing this form you acknowledge that it is complete and all information is true and correct.

Signature: _____ **Date:** _____

EQUAL EMPLOYMENT OPPORTUNITY: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section
