

COMPANY OR EMPLOYER NAME:

POSITION APPLIED FOR:

APPLICANT TELEPHONE:

SOCIAL SECURITY NUMBER:

Employment Application

YOUR NAME:

Last

First

Middle

ADDRESS:

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

Yes No

(If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION:

Yes No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Work (which shifts?)

Select:

Work overtime?

Select:

Provide a valid Alaska Drivers License?

Select:

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

MILITARY SERVICE:

Yes No

Duty/Specialized Training:

REFERENCES: List two personal references who are not relatives or former supervisors.

Name

Address

Telephone

Occupation

Years known

Name

Address

Telephone

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, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address

Position Title/Duties Skills

Dates Employed

from

to

Reason for leaving

Employer Name and Address

Position Title/Duties Skills

Dates Employed

from

to

Reason for leaving

Supervisor's Name:

Telephone:

Employer Name and Address		Position Title/Duties Skills	Supervisor's Name: Telephone:
Reason for leaving			
Dates Employed from to			

Employer Name and Address		Position Title/Duties Skills	Supervisor's Name: Telephone:
Reason for leaving			
Dates Employed from to			

Summarize other employment related to this job:

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

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations:

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention:

In case of accident or illness please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Information to the applicant: As 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 discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

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 effect on your application for employment.

Employer Section: