



## Employment Application

Your name \_\_\_\_\_  
   Last  First  Middle

Address \_\_\_\_\_  
   Street/P.O. Box  City  State  Zip

Email address \_\_\_\_\_ Phone number \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Are you eligible for employment in the USA? \_\_\_\_\_

Gender (optional) \_\_\_\_\_ Race (optional) \_\_\_\_\_

Position applied for \_\_\_\_\_

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

If necessary for the job I am able to: Provide a valid Alaska Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_  
   Work weekends? \_\_\_\_\_ Work mornings? \_\_\_\_\_  
   Work evenings? \_\_\_\_\_ Are you over: 14\_15\_16\_18\_19\_21\_?

I will be able to report to work \_\_\_\_\_ days after being notified that I am hired.

Are you seeking part-time or full-time hours? \_\_\_\_\_

Please use this space to provide information on your preferences as to hours, shifts, days of the week, and length of employment season. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Education:	Years Completed	Field of Study	Graduate or Degree
High School			
College/University			
Business/Technical			
Other			

Military Service? Y\_\_\_N\_\_\_ Duty/Specialized Training \_\_\_\_\_

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

Name	City, State	Telephone	Occupation	Years known
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Name	City, State	Telephone	Occupation	Years known
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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 \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Work Reference Contact \_\_\_\_\_ Telephone \_\_\_\_\_

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Position Title \_\_\_\_\_ Duties/Skills \_\_\_\_\_  
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Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Work Reference Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Summarize other employment related to this job \_\_\_\_\_  
\_\_\_\_\_

Types of computers, cash registers, and other electronic or mechanical equipment that you are qualified to operate or repair \_\_\_\_\_  
\_\_\_\_\_

Professional Licenses, Certifications or Registrations \_\_\_\_\_  
\_\_\_\_\_

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to our attention \_\_\_\_\_  
\_\_\_\_\_

In case of accident or illness please contact: Name \_\_\_\_\_ 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 United States, 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.

Additional Notes: