

Employment Application



Position applied for _____

Your name _____

Last

First

Middle

Address _____

Telephone _____

Social Security Number _____
(optional)

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

Yes No

Are you eligible for employment in the USA?

Yes No (If yes, verification will be required.)

I am seeking a permanent position? Yes No

I am seeking temporary work until (date) _____

If necessary for the job I am able to:

- Work (which shifts)? _____

- Work overtime? _____

- Provide a valid Alaska Drivers License? _____

If necessary for the job, are you over 14 15 16 18 19 21 (please circle one)

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

Education	Yrs. completed	Field of Study	Graduate or Degree
High School _____ School Name/Location			
College/University _____ School Name/Location			
Business/Technical _____ School Name/Location			
Other (may include grammar school) _____ School Name/Location			

Military Service Yes No **Duty/Specialized Training** _____

References

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

1) _____
Name Address/telephone Occupation Years kown

2) _____
Name Address/telephone Occupation Years kown

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 / / / /
		Salary _____
		Reason for leaving _____
	Supervisor's name Telephone	
Employer name and address _____ _____ _____	Position Title/ Duties Skills _____ _____ _____	Dates employed From To / / / /
		Salary _____
		Reason for leaving _____
	Supervisor's name Telephone	
Employer name and address _____ _____ _____	Position Title/ Duties Skills _____ _____ _____	Dates employed From To / / / /
		Salary _____
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Employer name and address _____ _____ _____	Position Title/ Duties Skills _____ _____ _____	Dates employed From To / / / /
		Salary _____
		Reason for leaving _____
	Supervisor's name Telephone	
Employer name and address _____ _____ _____	Position Title/ Duties Skills _____ _____ _____	Dates employed From To / / / /
		Salary _____
		Reason for leaving _____
	Supervisor's name Telephone	

Summarize other employment related to this job:

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

Typing speed:

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 for 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 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 physical examination and/or 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 affect on your application for employment.

Employer Section
