

# Employment Application



Position applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Last

First

Middle

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Yes  No

If necessary for the job are you older than:

14  15  16 (Check one)

18  19  21

I am legally eligible for employment in the U.S.?

Yes  No

I am seeking a permanent position:  Yes  No

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

### If necessary for the job, I am able to:

Work overtime?  Yes  No

Provide a valid Alaska Driver's License?  Yes  No

If so, fill out the following: Issuing state: \_\_\_\_\_

Type: \_\_\_\_\_

Endorsement(s):  Hazardous Material  Passengers

Tankers  Tank with Hazardous Materials

School Bus  Double/Triple trailers

Work the following shifts: (check all that apply)

Any  Day  Night  Swing  Rotating

Split  Graveyard Other: \_\_\_\_\_

## EMPLOYMENT HISTORY

List most recent 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 on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$	Supervisor:	Reason for leaving:	
Per:	Telephone:	Start date:	End date:
Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$	Supervisor:	Reason for leaving:	
Per:	Telephone:	Start date:	End date:
Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$	Supervisor:	Reason for leaving:	
Per:	Telephone:	Start date:	End date:
Employer name and address:	Position title/duties, skills:	Start date:	End date:
Pay: \$	Supervisor:	Reason for leaving:	
Per:	Telephone:	Start date:	End date:

Summarize other employment related to this job:

### EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

### MILITARY

Are you a veteran?  Yes  No

Duty/specialized training: \_\_\_\_\_

### SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment 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 the employer's attention:

Typing speed: \_\_\_\_\_ per minute

### REFERENCES

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

Name	Address	Telephone	Occupation	Years known

### CONTACT

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

### INFORMATION TO THE APPLICANT

I understand and acknowledge that if hired, I will be an "at will" employee. This means that I am free to resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice.

Have you ever been convicted of a felony?  Yes  No

If you have misrepresented any facts on this application, and are subsequently hired, you may be discharged from your job.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Equal Employment Opportunity:** Discrimination because of race, color, age, sex, marital status, religion, national origin, ancestry, disability, veteran status, and any other class protected under Federal or State law or local ordinances in all phases of hiring and employment practices is prohibited. Prospective employees may notify the appropriate local, State or Federal agency if they believe that they have been the victim of discrimination.