

Employment Application

COMPANY OR EMPLOYER NAME: _____

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, I am able to:

Work overtime? Yes No

Provide a valid Alaska Driver's License? Yes No

If necessary for the job are you older than:

14 15 16 (Check one)

18 19 21

If so, fill out the following: Issuing state: _____

Type: _____

Endorsement(s): Hazardous Material Passengers

Tankers Tank with Hazardous Materials

School Bus Double/Triple trailers

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

Yes No

I am seeking a permanent position: Yes No

Work the following shifts: (check all that apply)

Any Day Night Swing Rotating

I will be able to report to work

_____ days after being notified I am hired.

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: |
| | | Reason for leaving: | |
| Pay: \$ | Supervisor: | Telephone: | |
| Per: | | | |
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| Pay: \$ | Supervisor: | Telephone: | |
| Per: | | | |

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

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 of Applicant _____

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.

Developed at employer request by the Alaska Department of Labor & Workforce Development, Employment Security Division.