



## APPLICATION FOR EMPLOYMENT

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*Applicants please type or print legibly in ink. We consider all applicants without regard to age, national origin, color, religion, sex, marital status, disability, veteran status, or any other legally protected status.*



State the position(s) you are applying for: \_\_\_\_\_

**APPLICANT INFORMATION**

\_\_\_\_\_  
Last Name First Name Middle

\_\_\_\_\_  
Home Address City State Zip Code

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Home Telephone Number Cell Phone Number Email Address

Do you have the legal right to work in the United States?  Yes  No

Have you ever pled guilty or no contest to, or been convicted of a misdemeanor within the last 7 (seven) years or felony within the last 10 (ten) years?  Yes  No

If **yes**, please give the date(s) and details: \_\_\_\_\_

*NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account. (Do not include minor traffic infractions and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post-trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.)*

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

Are you interested in:  Full-time work? Or  Part-time work?

Please check the days you can work:  Sun  Mon  Tues  Wed  Thu  Fri  Sat

Please list the hours you can work: \_\_\_\_\_ Are you willing to work overtime?  Yes  No

Date Available: \_\_\_\_\_ Desired Pay: \_\_\_\_\_

Can you perform the necessary functions involved in the position for which you are applying?  Yes  No

If **no**, please list the job functions you cannot perform \_\_\_\_\_

Have you ever been employed by us?  Yes  No If yes, when? \_\_\_\_\_

State the names of any relatives/friends in our employment: \_\_\_\_\_



APPLICANT NAME: \_\_\_\_\_

**EDUCATION HISTORY**

High School Name	Address	City, State	GPA
College	Address	City, State	GPA
Trade School / Other	Address	City, State	GPA

List any special training or education you have received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

**Present / Last Employer** May we contact your previous employers?  Yes  No

Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			
2 <sup>nd</sup> Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			
3 <sup>rd</sup> Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			

List all office, technical or professional skills and/or certificates, licenses and bilingual abilities you possess that are relevant to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TERMS OF EMPLOYMENT**

**PLEASE READ THIS SECTION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM**

I understand that this is an application for employment with Adult Learning Programs of Alaska with administrative services provided through Swan Employer Services and that no employment contract is being offered. I further understand that if I am employed, the company or I may terminate my employment at any time with or without cause and without any prior notice. I understand that no representative of the company has the authority to make any agreement to the contrary.

I authorize the company and Swan Employer Services to thoroughly investigate my work and personal history and verify all data given to the company. I authorize all individuals, schools, and firms named (except my present employer, if so noted) to provide any information about me. I hereby release from liability the company and its representatives for seeking such information and all persons, corporations, or organizations for furnishing such information.

The company is committed to providing a work environment that is free of harassment of all types. Therefore, we maintain a strict policy, which prohibits harassment in any form, including sexual harassment, whether committed by managers, supervisors, or other employees. Violation of policy will result in disciplinary action up to and including termination of employment.

It is the policy of the company to recruit, hire, and promote qualified applicants and to provide equal employment opportunities to all applicants in a manner, which will not illegally discriminate against a person in compensation or in a term, condition, or privilege of employment because of the person's race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction. It is understood that a breach of the company's policy regarding nondiscrimination, as defined herein, shall be grounds for appropriate disciplinary action up to and including termination of employment.

I certify that all statements herein are true and understand that any falsification or willful omission may or shall be sufficient cause for dismissal or refusal of employment.

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**Printed Name**

**Signature**

**Date**