



ALASKA WORKSOURCE

Application for Employment

Position applying for: _____

Date: _____

You are seeking: Full Time Part Time

How did you learn about Alaska

WorkSource?

Advertisement Employment Agency

Relative Friend Other:

Name:	AKA/Alias Name(s):	
Address:	SSN#:	DOB:
City, State, Zip:	Home Phone #:	
Mailing Address:	Cell Phone #:	

Have you ever filed an application with us before? Yes or No If Yes, Date: _____

Have you ever been employed by us before? Yes or No If Yes, Year(s): _____

Are there any days of the week you will be unable to work? Yes or No If yes, Days: _____

Have you ever been convicted of a crime, other than minor traffic violations? Yes or No

Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however be considered.

If Yes, please explain: _____

Educational Background

High School _____	City & State _____
Last year completed? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No <input type="checkbox"/> Diploma or <input type="checkbox"/> GED	

College / Universit _____	City & State _____
Last year completed? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Course of Study? _____	Degree Attained? _____

College / Universit _____	City & State _____
Last year completed? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Course of Study? _____	Degree Attained? _____

Professional Licenses, Certificates, Affiliations: _____

Do you have any negative actions, past / pending on any licenses or certifications? _____

Employment History

List your last three positions with most recent first, Do Not write "See Resume"

Employer Name & Address: _____	Dates of Employment	Rate of Pay
Title held: _____	From: Mo: _____ Yr: _____	Start: _____
Supervisor's Name _____	To: Mo: _____ Yr: _____	Finish: _____
Describe duties: _____	Telephone number: _____	
Reason for leaving? _____	May we Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No	

(Employment History Continued)

Employer Name & Address: _____	Dates of Employment _____	Rate of Pay _____
	From: Mo: _____ Yr: _____	Start: _____
Title held: _____	To: Mo: _____ Yr: _____	Finish: _____
Supervisor's Name: _____	Telephone number: _____	
Describe duties: _____		
Reason for leaving? _____	May we Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No	

Employer Name & Address: _____	Dates of Employment _____	Rate of Pay _____
	From: Mo: _____ Yr: _____	Start: _____
Title held: _____	To: Mo: _____ Yr: _____	Finish: _____
Supervisor's Name: _____	Telephone number: _____	
Describe duties: _____		
Reason for leaving? _____	May we Contact? <input type="checkbox"/> Yes or <input type="checkbox"/> No	

References

Name: _____	Mailing Address: _____	
Telephone #: _____	Relationship: _____	How long? _____
Name: _____	Mailing Address: _____	
Telephone #: _____	Relationship: _____	How long? _____
Name: _____	Mailing Address: _____	
Telephone #: _____	Relationship: _____	How long? _____

Why do you want to work for Alaska WorkSource? _____

- I understand that if I am employed, any misrepresentation made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment by Alaska WorkSource, whenever it is discovered.
- I give Alaska WorkSource, the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability Alaska WorkSource and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.
- This application is current only for the position noted on the first page. When the position is filled, if I have not heard from Alaska WorkSource and still wish to be considered for employment, it will be necessary to fill out a new application
- I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.
- If the position applied for requires driving in the course of work, I understand that I will be required to possess a current valid Alaska driver's license.
- This employment offer is not employment contract and is not intended to create contractual obligations of any kind. Our employment relationship will be terminable at will, which means that wither you or Alaska WorkSource may terminate your employment at any time and for any reason or for no reason with or without notice.
- I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____

Date: _____

How to Sign Electronically?

Alaska WorkSource will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, ethnic background, national origin, marital status, physical or mental handicaps, veteran status or sexual preference or within the limits imposed by laws because of age or citizenship.