



# APPLICATION FOR EMPLOYMENT

Date of Application _____
File # _____

ARCCTEC Alaska is an Equal Opportunity Employer.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

PLEASE PRINT

Last Name		First	Middle	Other Names Used in Employment	
Street Address		City	State	Zip Code	
Mailing Address		City	State	Zip Code	
Home Telephone ( )		Business/Message Telephone ( )			
Do you have a current Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO State _____			Are you a U.S. Citizen? If no, are you eligible for employment in U.S. or U.K? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Position(s) Desired					
Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/> Part-Time Hours Desired: _____					Available Start Date
Please give special skills or training that make you qualified for this (these) position(s)					
Professional Licenses, Certificates or Registration					
How did you learn of ARCTEC? (Newspaper Ad, Agency, Current Employee, etc.)					
Were you previously employed by ARCTEC? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?			Name(s) of relative(s) now employed or board member with ARCTEC		
Rate of Pay Desired			Are you 18 or older? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other				<input type="checkbox"/> YES <input type="checkbox"/> NO	

# EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time record. Start with present or most recent employer.

Company Name		Telephone ( )
Address		Date of Employment From _____ To _____
Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
Position Description		Reason for leaving
Company Name		Telephone ( )
Address		Date of Employment From _____ To _____
Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
Position Description		Reason for leaving
Company Name		Telephone ( )
Address		Date of Employment From _____ To _____
Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
Position Description		Reason for leaving
Company Name		Telephone ( )
Address		Date of Employment From _____ To _____
Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
Position Description		Reason for leaving
<p style="text-align: center;"><b>We may contact the employers listed above unless you indicate those you do not want us to contact.</b></p>		<b>Do Not Contact</b>
		<b>Reason</b>

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Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
Position Description		Reason for leaving
Company Name		Telephone ( )
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Job Title	Supervisor's Name	Rate of Pay Start _____ Final _____
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# OTHER INFORMATION

Have you ever been denied a security clearance?

YES  NO

\*Have you ever been convicted of a felony or misdemeanor?

YES  NO If yes, please explain

\*Have you ever had your driver's license suspended or revoked as a result of moving violation(s)?

YES  NO If yes, please explain

\*Information supplied on conviction record will not necessarily bar applicant from consideration for employment. Nature of, reason for, and time elapsed since conviction will be reviewed in light of the duties of the job sought.

Are you a shareholder in a Native Corporation?  YES  NO If yes, which one(s)?

# MILITARY SERVICE

Describe your duties and any special training

Branch of Service

Rank at Discharge

Type of Discharge

Reserve Status

# READ CAREFULLY

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

**I understand and agree that acceptance of an offer of employment does not create an expressed or implied obligation or permanent employment upon the Company. Employment is entered into voluntarily and I may resign at any time. Similarly, my employment may be terminated for any reason and at any time without previous notice.**

To comply with the Drug Free Work Place Act of 1988, employees are required to participate in an education and awareness program. Employees working on specific U.S. Government contracts or contracts regulated by the U.S. government are affected. It is necessary for you to submit to drug testing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date