



NEA-ALASKA

Reach. Teach. Inspire.

Application for Employment

4100 Spenard Road, Anchorage, AK 99517
Fax: (907) 274-0551 Phone: (907) 274-0536
www.neaalaska.org email: info@neaalaska.org

Position Desired:

Referral Source:

- | | |
|---|---|
| <input type="checkbox"/> Online Advertisement | <input type="checkbox"/> NEA-Alaska Website |
| <input type="checkbox"/> Print Advertisement | <input type="checkbox"/> NEA Website |
| <input type="checkbox"/> NEA-Alaska Employee | <input type="checkbox"/> Other |

(Please Print)

Name:

(Exactly as it appears on the Social Security Card)

Address:

Number	Street	City	State	Zip Code
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Home Phone #: ()

Email

For reference purposes, have you worked or attended school under a former name? YES NO

If yes, give full name:

Have you filed an application with NEA-Alaska before? YES NO Date:

Have you ever been employed at NEA-Alaska? YES NO Date:

Are you eligible to work in this country? YES NO If no, please explain:
(Documents proving eligibility to work will be required if hired.)

Availability to work: Full Time Part Time Temporary

On what date would you be available to work?

Are you employed now? YES NO

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? YES NO

NEA-Alaska is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, creed, religion, color, sex, age, sexual orientation, gender identity, national origin, marital status, genetic information, or disability.

EDUCATION:

School	Name and Address of School	Course of Study Major/Minor	Did you Graduate?		Type of Diploma/Degree
			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
High School			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
College or University			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
College or University			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Graduate/Professional			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Other (Specify)			<input type="checkbox"/> YES	<input type="checkbox"/> NO	

PROFESSIONAL/TECHNICAL LICENSES/CERTIFICATES:

(List only if required for the position you are applying and applicant may be subject to taking and passing the required skill tests)

Type of License or Certificate	License/Certificate #	State/Organization Issued By	Expiration Date

OTHER SKILLS:

Within the last 10 years have you been convicted of crime other than a minor traffic offense? YES NO

If yes, state nature of the crime(s) when and where convicted, and disposition of the case:

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

PLEASE READ CAREFULLY

Do you have a valid driver's license? YES NO

If you are selected for an interview, you will be required to authorize NEA-Alaska to conduct a motor vehicle driving record check. Failure to authorize a motor vehicle driving record check may result in disqualification.

EMPLOYMENT EXPERIENCE: *This section must be completed even if attaching a resume.*

Have you ever been terminated from employment or been asked to resign employment? If yes, state on a separate sheet the employer, the date of termination or resignation, and reasons for the termination or request for resignation.

List employment history for the last 10 years, starting with your present or most recent job.

(Include military service assignments; however, exclude groups that indicate race, color, religion, sex, and national origin.)

1. Current or most recent employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

2. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

3. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

4. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

Employment Experience continued – Please include the last 10 years

5. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

6. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

7. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

8. Former Employer:	Dates:		Title of your last position:
	From	To	
Company Telephone No. :			Duties:
Address:	Hourly Rate/Salary		
	Starting	Final	
Name of Supervisor:	Hours Worked		
Reason for Leaving:	Part-Time		
	Full - Time		

Please explain any breaks in your employment history:

REFERENCES: In addition to your current employer, list business references not related to you who have knowledge of your work performance within the last three years.

May we contact your present employer? YES NO

If no, please explain

Name of Reference	Business Relationship	Title	Company Name/Address	Phone

AGREEMENTS – Please read carefully, initial and sign below:

_____ I understand that NEA-Alaska will make its hiring decision in reliance on the information I have supplied in this application. I certify that all answers given by me are true, accurate and complete. I understand that any false or misleading information on this application, and any concealment of material information requested, will result in my application being eliminated from further consideration, or if employed, will be good cause for my immediate dismissal. All statements submitted on this application for employment will be subject to investigation and confirmation prior to appointment.

_____ I authorize NEA-Alaska to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize my current or former employer and schools of educational and technical institutions that I have attended to provide NEA-Alaska and/or its representative with information regarding my current or former employment and scholastic records or ratings. I hereby release any such current or former employer or institution, their agents or employees from any and all liability resulting from the release of such information.

_____ I understand I must be able to prove eligibility to work in the United States at the time of job offer.

_____ I authorize NEA-Alaska to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. NEA-Alaska has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment. I authorize NEA-Alaska to perform a credit check regarding my personal financial credit rating.

_____ I understand that unless otherwise stated in an employment contract, NEA-Alaska may terminate my employment at any time with or without cause and with or without notice.

_____ If hired, I will recognize and follow the rules and policies of NEA-Alaska.

Signature of Applicant:

Date:

APPLICANT'S DATA RECORD

Qualified applicants are considered for all vacancies. NEA-Alaska does not discriminate on the basis of race, color, religion, sex, parenthood, national origin, age, marital or veteran status, sexual orientation, disability, or any other basis prohibited by applicable state and federal laws. Federal and state fair employment laws permit the compilation of pertinent data to comply with federal guidelines and regulations; such information may be solicited voluntarily and used for statistical purposes. Information provided will assist NEA-Alaska in accurately compiling required statistical reports for federal and state agencies. Appropriate safeguards are mandated to guard against misuse or violations in this regard. A separate, confidential file has been established for these forms, and none of the information will be used to discriminate against any individual in any personnel action. Although we hope that they will voluntarily supply the requested information, applicants may decline to complete this data record form.

PLEASE PRINT

Name: _____ Phone: (____) _____
Last First Middle area code

Address: _____
Number Street

City State Zip Code

SURVEY INFORMATION

Check One: Male Female

Check one of the following:

Race/Ethnic Group American Indian or Alaskan Native Asian
 Native Hawaiian or other Pacific Islander Black
 Hispanic Caucasian
 Hawaiian/Pacific Islander Unknown
Multi-Ethnic
Other

Check if applicable: Veteran