

APPLICATION FOR EMPLOYMENT



SERRC – Alaska’s Educational Resource Center
210 Ferry Way
Juneau, Alaska 99801
(907) 586-6806

805 West Third Avenue
Anchorage, Alaska 99501
(907) 349-0651

Please complete all parts of this application and return it to SERRC accompanied by a current resume.

Today’s Date: _____ **Position Applied for:** _____

Position Location: Juneau Anchorage Other _____

Personal Information

Last Name First Name Middle Name

Street Address Mailing Address

City State Zip

Email Address Contact Telephone Work Telephone

How did you hear of this position?

(For example: direct mail, Website, newspaper, friend, college, SERRC employee, other)

When can you start? _____ Salary desired: _____

Are you applying for a position listed on the SERRC Website? Yes No

Have you ever applied with SERRC before? Yes No If yes, when? _____

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Are you legally authorized to work in the United States? Yes No

Convictions

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the past 5 years? Yes No

Are you currently under arrest or indictment for any violation of law? Yes No

If the answer to any of the above is yes, please explain below:

(Conviction is not an automatic bar to employment. Failure to disclose information in response to the above is grounds for denying employment or immediate dismissal.)

Education

Do you have a high school diploma or GED certificate? Yes No

High School Name: _____ Graduated? Yes No

Address: _____

College Name: _____ Graduated? Yes No

Address: _____

Subjects Studied/Degree(s) Received: _____

Trade, Business or Correspondence School Name: _____

Address: _____

Subjects Studied/Degree(s) Received: _____

Special Study/Research/Training: _____

Special Interests/Certificates/Experiences: _____

Employers

May we contact your present employer? Yes No

May we contact your previous employers? Yes No

Current/Recent Employer: _____

Current Position Title: _____ Reason for Leaving: _____

Address _____

Date Started: _____ Date Left: _____ Pay Rate: _____

Supervisor: _____ Phone: _____

Previous Employer: _____

Previous Position Title _____ Reason for Leaving: _____

Address _____

Date Started: _____ Date Left: _____ Pay Rate: _____

Supervisor: _____ Phone: _____

Previous Employer: _____

Previous Position Title _____ Reason for Leaving: _____

Address _____

Date Started: _____ Date Left: _____ Pay Rate: _____

Supervisor: _____ Phone: _____

Previous Employer: _____

Previous Position Title _____ Reason for Leaving: _____

Address _____

Date Started: _____ Date Left: _____ Pay Rate: _____

Supervisor: _____ Phone: _____

Professional References

Please name three people with whom you have worked or been instructed by, not related to you, whom you have known for at least one year and who can comment on your professional abilities as related to this job vacancy.

Name: _____ Address: _____

Business Phone: _____ Contact Phone: _____

Relationship: _____

Name: _____ Address: _____

Business Phone: _____ Contact Phone: _____

Relationship: _____

Name: _____ Address: _____

Business Phone: _____ Contact Phone: _____

Relationship: _____

I hereby certify that all information made on or in connection with this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of my application or dismissal from employment. I authorize investigation of all statements made in this application, I understand and agree that my employment lasts for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time without previous notice.

Yes No

Signature

Date

Authorization for Reference Checks

I hereby authorize my past employers and listed and non-listed references to release information to SERRC regarding my employment, provided the information is used solely to determine my suitability for employment with SERRC. I release SERRC from liability for relying in good faith on the information so provided. This release of information covers my employment record in general, information relating to my character, general reputation, and personal characteristics as those subjects bear on my suitability for employment, in addition to other information relating to my educational and work experience.

Yes No

Signature

Date