

**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:

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**(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:** \_\_\_\_\_

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**Special Interests/Certificates/Experiences:** \_\_\_\_\_

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**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: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Previous Position Title \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Address \_\_\_\_\_

Date Started: \_\_\_\_\_      Date Left: \_\_\_\_\_      Pay Rate: \_\_\_\_\_

Supervisor: \_\_\_\_\_      Phone: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Previous Position Title \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Address \_\_\_\_\_

Date Started: \_\_\_\_\_      Date Left: \_\_\_\_\_      Pay Rate: \_\_\_\_\_

Supervisor: \_\_\_\_\_      Phone: \_\_\_\_\_

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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: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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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

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**Signature**

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**Date**