

# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  Are you authorized to work in the U.S.? YES  NO

I am seeking a permanent position: YES  NO  Are you able to perform the essential functions of the position with or without accommodation? YES  NO

Have you ever been convicted of a felony? YES  NO  If necessary for the job, are you able to work overtime? YES  NO

If you have been convicted of a felony, please explain: \_\_\_\_\_

Available start date: \_\_\_\_\_

Do you have a valid Alaska Driver's License? YES  NO

If so, please fill out the following:

Issuing State: \_\_\_\_\_ Type: \_\_\_\_\_

Endorsements (check all that apply):

Hazardous Material  Passengers  Tankers  Tank with Hazardous Materials  School Bus  Double/Triple Trailers

Check the box(es) next to the shift(s) you are able to work:

Any  Day  Night  Swing  Rotating  Split  Graveyard  Other  \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Business/Technical: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other/Additional: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Skills and Qualifications**

Special skills, abilities, or honors that should be considered: \_\_\_\_\_

Types of technology, software, and other equipment you are qualified to operate or repair: \_\_\_\_\_

Professional licenses, certifications, or registrations: \_\_\_\_\_

Additional skills, including supervision skills, other languages spoken, or information regarding the career/position: \_\_\_\_\_

Typing speed per minute: \_\_\_\_\_

**References**

*Please list two professional references who are not relatives or former supervisors.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

List any additional employment on another page, and attach it to this form.

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Applicant's Statement

*I understand that the employer follows an "at will employment" policy, in that I or the employer may terminate my employment at any time, for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment. I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.*

*I voluntarily authorize any present or former employer, firm, school, hospital, university, or government agency and its employees or agents to release any and all information concerning my former position to any prospective employer, or it's employees or agents, making a request for such information. I understand that the information*

*may include, but is not necessarily limited to, performance reports, transcripts, job descriptions, disciplinary reports and opinions regarding my suitability for the position.*

*I voluntarily release and hold harmless former employers, schools, hospitals or government agencies, and their employees or agents from any and all claims, liabilities, or damages arising from the disclosure or release of information or opinions concerning my professional qualifications.*

*I certify that all the statements herein are true and correct to the best of my knowledge and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.*

*I agree to submit to any pre-hire testing the Kenai Peninsula Food Bank (KPFB) requires.*

*I am aware of and agree to a background check required by the Alaska Background Check Program and pre-hire drug screen. I acknowledge that I must clear both before a formal offer can be made by KPFB. (Initial \_\_\_\_\_)*

Your Name (Printed): \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race, and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Last Revision Date: 5-15-2023