

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 effect on your application for employment.

Last Revision Date: 5-15-2023