

<b>Position(s) Desired:</b>	<b>Desired Salary:</b>
<b>Days/Hours Available:</b>	

**PERSONAL INFORMATION**

Last Name	First	Initial	Date of Application	
Mailing Address: Street or P.O. Box		City	State	Zip
Telephone Numbers				
Home (     )		Work (     )		Cell Phone/Pager (     )
E-mail Address			Social Security Number	

- Are you a U.S. citizen?  Yes     No  
 If hired, can you show proof of authorization to work in the U.S.?  Yes     No
- Are you at least 18 years of age?  Yes     No
- Have you ever filed an application with us before?  Yes     No  
 If yes, when: \_\_\_\_\_
- Have you ever been convicted of a misdemeanor or felony?  Yes     No  
 (Conviction will not necessarily disqualify an applicant from employment.)  
 If Yes, explanation required: \_\_\_\_\_

**Note: All hires are required to complete a state and federal background check.**

- Certain jobs at The Alaskan AIDS Assistance Association require the employee to drive. (If you are required to drive you will be required to sign a release of information regarding your driving record.)
- a. Do you have a current, valid driver's license and a good driving record?  Yes     No
  - b. Do you have use of a vehicle?  Yes     No
  - c. Do you have proof of automobile liability insurance with minimum state requirements?  Yes     No

**EDUCATION**

Do you have a high school diploma or GED certificate?

Yes  No

**College/University/Graduate School**

Name & Location of School	Area of Specialization	Dates of Attendance	Degree

**Other Education, Certification, Training or Significant Skills (applicable to the job)**


**EMPLOYMENT HISTORY- List present and former employers starting with most recent.**

Employed From / /	Employer	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Employed: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties & Responsibilities			
Employed From / /	Employer	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Employed: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	
May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Employed: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Duties & Responsibilities			

## REFERENCES

NAME	TITLE	PHONE NUMBER	Yrs KNOWN

## REASONABLE ACCOMMODATION POLICY

This document is available in alternative formats upon request. If you need a special accommodation to fully participate in this program/event, please contact Four A's at (907) 263-2050. Please allow sufficient time to arrange the accommodation.

## APPLICANT'S CERTIFICATION

I certify that the answers given by me to the above questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment.

I authorize Four A's, as part of its evaluation for employment, to contact all references and my previous supervisors to secure information concerning my skills, character, and ability.

I understand and agree that, if I am employed, I will be an at-will employee and the company may terminate my employment at any time and for no reason without prior notice. I further acknowledge and agree that no manager or representative of Four A's is authorized to make assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Four A's Executive Director.

I also understand that if hired, I will be required to provide proof of identity & legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

The Four A's is an Equal Employment Opportunity employer and proudly promotes diversity.

We are proud to be a

**DRUG-FREE**

Workplace

**Notice to Applicants and Employees**  
***Screening tests for alcohol and illegal  
drug use may be required before hiring  
and during your employment here.***

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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Signature

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Date