

Employment Application



Notice: AEA is an Equal Opportunity Employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, changes in marital status, pregnancy, parenthood, national origin, disability or veteran status. Please notify our receptionist if you need accommodation or assistance with any part of our application process. **You may also submit a resume and cover letter in addition to your completed application.**

Personal	Full Name		Last	First	Middle	Date Application Completed	
	Mailing Address		Street		City	State	Zip Code
	Home Phone		Cell Phone		Message Phone		Emergency Phone
	Email		How did you learn about this opening?			Are you an Alaska Resident? ☐ Yes ☐ No	
	Do you have a legal right to accept employment in the U.S.? ☐ Yes ☐ No			Are you related to anyone at AEA? ☐ Yes ☐ No If yes who?			
Employment	Specific position applying for and number of years/months experience in this work?		Salary Expected?		Date available to start?		Are you willing to work overtime? ☐ Yes ☐ No How much? hrs. per week
	Have you ever worked for the State of Alaska? ☐ Yes ☐ No If yes where/when?			Have you ever been convicted of a felony? Also have you been convicted of a misdemeanor within the last 5 years? (Conviction will not automatically disqualify an applicant for employment) ☐ Yes ☐ No If yes on either explain fully:			
Education	Name of School		Location		Course or Major		Years Completed
	High School/GED						
	College						
	Graduate Degree						
	Business or Trade School						
	Extracurricular activities and offices held in High School and College						
	Describe any other special training or skills which are related to the kind of position you are applying for						
U.S. MIL.	Typing Speed		Ten Key Speed		Software you are proficient using:		
U.S. MIL.	Are you a Veteran who served on active duty (not active duty for training) in the United States Armed Forces? ☐ Yes ☐ No				Did you receive an honorable or general discharge? ☐ Yes ☐ No		
	Branch of Service?				Rank on Discharge?		
Additional information	Do you have a valid Alaska Driver's License? ☐ Yes ☐ No				License Number		License Type
	In brief why are you interested in this particular position?						

Employment Application



Notice: AEA is an Equal Opportunity Employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, changes in marital status, pregnancy, parenthood, national origin, disability or veteran status. Please notify our receptionist if you need accommodation or assistance with any part of our application process. **You may also submit a resume and cover letter in addition to your completed application.**

Additional information	In brief what are your skills and training that qualify you for this position?					
	In brief describe what portions of your work experience qualify you for this position?					
Current or most recent employment	Name of present or last employer		Type of Business		Address, City, State, Zip	
	Starting Date Month-Year	Ending Date Month-Year	Starting Pay	Final Pay	Reason for Leaving:	May we contact? ☐ Yes ☐ No
	Job Title (Last)		Name of Supervisor		Phone#	Supervisor's Job Title
	Description of work responsibilities:					
Previous employment	Name of next previous employer		Type of Business		Address, City, State, Zip	
	Starting Date Month-Year	Ending Date Month-Year	Starting Pay	Final Pay	Reason for Leaving:	May we contact? ☐ Yes ☐ No
	Job Title (Last)		Name of Supervisor		Phone#	Supervisor's Job Title
	Description of work responsibilities:					
	Name of next previous employer		Type of Business		Address, City, State, Zip	
	Starting Date Month-Year	Ending Date Month-Year	Starting Pay	Final Pay	Reason for Leaving:	May we contact? ☐ Yes ☐ No
	Job Title (Last)		Name of Supervisor		Phone#	Supervisor's Job Title
	Description of work responsibilities:					

Employment Application



Notice: AEA is an Equal Opportunity Employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, changes in marital status, pregnancy, parenthood, national origin, disability or veteran status. Please notify our receptionist if you need accommodation or assistance with any part of our application process. **You may also submit a resume and cover letter in addition to your completed application.**

Previous employment	Name of next previous employer		Type of Business		Address, City, State, Zip		
	Starting Date Month-Year	Ending Date Month-Year	Starting Pay	Final Pay	Reason for Leaving:	May we contact? ☐ Yes ☐ No	
	Job Title (Last)		Name of Supervisor		Phone#	Supervisor's Job Title	
	Description of work responsibilities:						
References	Provide 3 professional references that you have worked for (preferably) or with.						
	Name		Last Name		Contact Numbers	Occupation	Years worked for or with?
Other information							

Employment Application



Notice: AEA is an Equal Opportunity Employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, changes in marital status, pregnancy, parenthood, national origin, disability or veteran status. Please notify our receptionist if you need accommodation or assistance with any part of our application process. **You may also submit a resume and cover letter in addition to your completed application.**

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

PLEASE READ CAREFULLY AS THIS AGREEMENT AFFECTS YOUR LEGAL RIGHTS . FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST READ, AGREE TO, AND SIGN THE FOLLOWING:

I affirm that all the information provided by me in this application is true in all respects, and I agree that if the information provided is found to be false in any way, either by misrepresentation or omission, it shall be sufficient or just cause, if such cause is necessary, for denial of employment or discharge if employed. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, military record, employment record, and criminal record if any. I agree to cooperate in any such background check completed by AEA. (initial here)

I understand that if employed, personnel guidelines and policies which are issued are not conditions or terms of employment and that AEA may revise personnel guidelines and policies, in whole or in part, at any time. If employed I agree to comply with AEA personnel guidelines and policies. (initial here)

I understand that nothing contained in this employment application or in the granting of any interview is intended or will create an employment contract between AEA and myself for either employment or for the providing of any benefit. I further understand that the position I am applying for is exempt from the provisions of the State Personnel Act. (initial here)

If an employment relationship is established, I understand my employment is "At-Will", that I have the right to terminate my employment at any time and that AEA retains the right to terminate my employment at any time, with or without notice, for any reason not prohibited by law.

Signature: _____ Date: _____

AEA complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities who require special accommodation, auxiliary aides or services, or alternative communication formats call or visit our Human Resources Office at 771-3034 or 1-800-770-8973 (TTY) or 813 West Northern Lights Boulevard • Anchorage, Alaska 99503-2407