



APPLICATION FOR EMPLOYMENT

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www.neaalaska.org

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Position Desired: _____

Referral Source:	Online Advertisement	NEA-Alaska Website
	Print Advertisement	NEA Website
	NEA-Alaska Employee	Other: _____

PERSONAL INFORMATION

Please print

Name: _____
Exactly as it appears on your Social Security card

Address: _____
Street City State Zip Code

Home Phone: _____ Email: _____

For reference purposes, have you worked or attended school under a former name? YES NO

If yes, give full name: _____

Have you filed an application with NEA-Alaska before? YES NO

Have you ever been employed at NEA-Alaska? YES NO

Are you eligible to work in this country? YES NO

Documents proving eligibility to work will be required if hired.

Availability to work:

On what date would you be available to work? _____

Are you employed now? YES NO

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? YES NO

NEA-Alaska is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, creed, religion, color, sex, age, sexual orientation, gender identity, national origin, marital status, genetic information, or disability.

EDUCATION

Level	Name & Address of School	Course of Study Major/Minor	Did you graduate?		Type of Diploma/Degree
			Y	N	
High School			Y	N	
College or University			Y	N	
College or University			Y	N	
Graduate/Professional			Y	N	
Other (Specify)			Y	N	

PROFESSIONAL/TECHNICAL LICENSES/CERTIFICATES

List only if required for the position for which you are applying and applicant may be subject to taking and passing the required skill tests

Type of License/Certificate	License/Certificate #	Issuing State/Organization	Expiration Date

OTHER SKILLS

LEGAL HISTORY

No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Within the last ten (10) years, have you been convicted of a crime other than a minor traffic offense? Y N

If yes, state the nature of the crime(s), when and where you were convicted, and disposition of the case:

DRIVING RECORD

If you are selected for an interview, you will be required to authorize NEA-Alaska to conduct a motor vehicle driving record check. Failure to authorize a motor vehicle driving record check may result in disqualification.

Do you have a valid driver's license? YES NO

EMPLOYMENT EXPERIENCE

This section must be completed, even if attaching a resume.

Have you ever been terminated from employment, or been asked to resign from employment? YES NO

If you answered "yes" to the above question, please fill out the information below:

Employer	Date of Termination/Resignation	Reasons for Termination/Request for Resignation

List employment history for the last 10 years, starting with your present or most recent job.

Include military service assignments; however, exclude groups that indicate race, color, religion, sex, or national origin.

Current/Most Recent Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		
May we contact this employer? YES NO		

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

EMPLOYMENT EXPERIENCE (CONT'D)

This section must be completed, even if attaching a resume.

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

Employer:	Dates: -	Title:
Company Phone:	Address:	Name of Supervisor:
Duties:		
Reason for Leaving:		

Please explain any breaks in your employment history:

REFERENCES

In addition to your current employer, list business references not related to you who have knowledge of your work performance within the last three years.

Name of Reference	Business Relationship	Title	Company	Phone

AGREEMENTS

Please read carefully, initial and sign below.

_____ I understand that NEA-Alaska will make its hiring decision in reliance on the information I have supplied in this application. I certify that all answers given by me are true, accurate and complete. I understand that any false or misleading information on this application, and any concealment of material information requested, will result in my application being eliminated from further consideration, or if employed, will be good cause for my immediate dismissal. All statements submitted on this application for employment will be subject to investigation and confirmation prior to appointment.

_____ I authorize NEA-Alaska to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize my current or former employer and schools of educational and technical institutions that I have attended to provide NEA-Alaska and/or its representative with information regarding my current or former employment and scholastic records or ratings. I hereby release any such current or former employer or institution, their agents or employees from any and all liability resulting from the release of such information.

_____ I understand I must be able to prove eligibility to work in the United States at the time of job offer.

_____ I authorize NEA-Alaska to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. NEA-Alaska has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment. I authorize NEA-Alaska to perform a credit check regarding my personal financial credit rating.

_____ I understand that unless otherwise stated in an employment contract, NEA-Alaska may terminate my employment at any time with or without cause and with or without notice.

_____ If hired, I will recognize and follow the rules and policies of NEA-Alaska.

Signature of Applicant: _____ Date: _____

APPLICANT'S DATA RECORD

Qualified applicants are considered for all vacancies. NEA-Alaska is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, national origin, marital status, genetic information, disability, or any other basis prohibited by applicable state and federal laws. Federal and state fair employment laws permit the compilation of pertinent data to comply with federal guidelines and regulations: such information may be solicited voluntarily and used for statistical purposes. Information provided will assist NEA-Alaska in accurately compiling required statistical reports for federal and state agencies. Appropriate safeguards are mandated to guard against misuse or violations in this regard. A separate, confidential file has been established for these forms, and note of the information will be used to discriminate against any individual in any personnel action. Although we hope that they will voluntarily supply the requested information, applicants may decline to complete this data record form.

CONTACT INFORMATION

Please print

Name: _____ Phone: _____
Last, First, MI

Address: _____
Street City State Zip Code

SURVEY INFORMATION

With which gender identity do you most identify?

Check all that apply

Male Female Non-binary Other: _____ Prefer not to say

To which race or ethnic group do you belong?

Check all that apply

American Indian/Alaska Native	Asian
Native Hawaiian/Pacific Islander	Black
Hispanic	Caucasian
Multi-Ethnic	Unknown
Other	

Check the following if applicable:

Veteran