

Archdiocese of Anchorage

225 Cordova Street
Anchorage, AK 99501

tel 907-297-7700 / fax 907-279-3885

Application for Employment

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ E-mail address _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No

If no, please explain _____

Have you ever been employed here before? If yes, give date(s) and position(s)..... Yes No

Are you legally eligible for employment in this country?..... Yes No

Date available for work..... ____/____/____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary On-Call Other

Are you able to meet the attendance requirements of the position(s)? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If yes, please provide date(s) and details _____

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your four (4) past employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone ()
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Salary information Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone ()
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Salary information Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone ()
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Salary information Start \$ _____ Per _____ Final \$ _____ Per _____	
From	To	Employer	Telephone ()
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for leaving		Salary information Start \$ _____ Per _____ Final \$ _____ Per _____	

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background

Name and Location	Number of years completed	Did you graduate?	Course of Study
High School			
College	Major	Degree	
Other			

References

Name	Telephone	Number of Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Archdiocese of Anchorage is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Archdiocese of Anchorage, whenever it is discovered.

I expressly authorize, without reservation, the Archdiocese of Anchorage, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the Archdiocese of Anchorage, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Archdiocese of Anchorage does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the Archdiocese of Anchorage and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Archdiocese of Anchorage reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Archdiocese of Anchorage is authorized to make any 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 the Chancellor.

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

NOTICE TO APPLICANTS AND EMPLOYEES

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

We are proud to be a
DRUG-FREE
workplace

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.

Signature of Applicant _____ Date _____