

Employment Application

Human Resources Department
 122 First Avenue, 2nd Floor Fairbanks, AK 99701
 Phone: 907-452-8251 x3155
 Fax: 907-459-3956
www.tananachiefs.org



Position applying for: _____

Last Name: _____ First Name: _____ M.I.: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Work Phone: _____ Cell: _____
 Alaska Native / American Indian Other

Education / Training

Name / Location	Field of Study	Years Completed	Diploma / Degree
High School: _____		9 10 11 12 GED	
College / University: _____			
Business / Technical: _____			
Vocational: _____			

Military Service

Branch of Service: _____ Dates Enlisted: _____ Rank at Discharge: _____
 List duties in the military, including schools & training: _____

Working Considerations

1. Are you authorized to work in the U.S. on an unrestricted basis?	Yes	No
<i>If you are hired, you must provide proof of authorization to work in the U.S.</i>		
2. Are you willing to work overtime if required by the position?	Yes	No
3. Current employment status:	Employed (FT/PT)	Unemployed Self-Employed In School
4. Available to work:	Full-time	Part-time Temporary Fill-in
5. When can you start?	Immediately	Two weeks Other: _____

Employment History

May we contact your present employer? Yes No

Employer Name	Job Title		Dates Employed From To	
Address	Phone		Mon/Day/Yr	Mon/Day/Yr
Position Description	Beginning Wage	Ending Wage	Hours Per Week	
	Reason for Leaving			

Employer Name	Job Title		Dates Employed From To	
Address	Phone		Mon/Day/Yr	Mon/Day/Yr
Position Description	Beginning Wage	Ending Wage	Hours Per Week	
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Employment History (cont.)

Employer Name	Job Title	Dates Employed From To	
Address	Phone	Mon/Day/Yr	Mon/Day/Yr
Position Description	Beginning Wage	Ending Wage	Hours Per Week
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Position Description	Beginning Wage	Ending Wage	Hours Per Week
	Reason for Leaving		

License / Certificates

1. List professional licenses, certificates and/or registrations that would be pertinent to the job for which you are applying:

2. List any professional, trade, or business activities and offices held pertinent to the job for which you are applying:

Machinery Use / Repair

List the machinery or equipment, specific to this position, that you are qualified to:

Operate: _____ Repair: _____

Additional Qualifications

In addition to your work history, **what other experience, skills or qualifications do you have which especially prepare you for the position for which you are applying?** (You may omit any information that discloses your sex, race, national origin, age, or disability).

Personal Data

1.	Have you ever been convicted of a felony, misdemeanor or other offense other than a minor traffic violation? If so, explain: _____ A conviction will not necessarily disqualify an applicant from employment.	Yes	No
2.	Have you previously been employed with TCC? If yes, when & what name used: _____	Yes	No
3.	If you are under 18, can you furnish a work permit?	Yes	No
4.	Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?	Yes	No
5.	Can you perform the essential job functions with or without reasonable accommodations?	Yes	No

References

Give name, address and telephone number of two professional references who are not related to you.

1. Name: _____ Address: _____ Phone: _____

2. Name: _____ Address: _____ Phone: _____

READ CAREFULLY BEFORE SIGNING

CERTIFICATION OF APPLICATION: I certify that the facts described in this Application for Employment are true. I understand that if I am employed, any false statements, omissions or misrepresentations may result in my dismissal. I authorize TCC to investigate any of the facts described in this application and I release TCC from any liability resulting from such an investigation.

I understand that employment at TCC is "at-will," which means that either TCC or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand that the President of TCC is the only one authorized to make an offer of employment and to hire for TCC. I understand that no representative of TCC has any authority to enter into any agreement for employment or to make commitments or promises, or assure any benefits or terms and conditions of employment, unless such are made in writing and signed by the President of TCC.

Signature Date

Optional / Statistical Information

The following questions are for statistical purposes only and will not be used as a basis for employment decisions.

Completing this page is completely voluntary. This information will be kept in a separate file, without your name on it.

The purpose of this information is to measure how well TCC is doing in fulfilling its goals of equal employment opportunity and its preference for Alaska Natives and American Indians.

1. Position applying for: _____
2. Ethnic Origin:
 - Alaska Native
 - American Indian Asian or Pacific Islander
 - Black (Non-Hispanic)
 - Hispanic
 - White (Non-Hispanic)
 - Other _____
3. Gender:
 - Male
 - Female
4. Age:
 - Below 18
 - 18 – 39
 - 40 or above
5. How did you hear of this position:
 - Newspaper
 - TCC Job List
 - TCC Job Hot Line
 - TV / Radio
 - Employment Service
 - Employee
 - Friend / Family
 - Other _____