

NeighborWorks® Alaska

Application for Employment

A separate application must be submitted
for each position for which you are applying.



Equal access to programs, services and employment is available to all persons without regard to race, religion, sex, age, national origin, color, disability, veteran status, marital status, or any other status or classification protected by applicable local, state or federal law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Referral Source: Advertisement Relative Other _____
 Walk-In Private Employment Agency
 Employee Government Employment Agency
 Name of source (if applicable) _____

AN INCOMPLETE OR ILLEGIBLE APPLICATION FORM MAY RESULT IN DISQUALIFICATION

Position Applied for		Date of Application	
Last Name	First Name	Middle Initial	
Full Mailing Address	City	State	Zip Code
Day Telephone Number	Evening Telephone Number	Mobile/Beeper	

1. Have you been employed with NWA or an affiliate before? Yes No If yes, when? _____

2. Have you applied for a position with NWA before? Yes No Position/Date: _____

3. Why do you want to work for NWA? _____

4. Are you currently employed? Yes No May we contact you current employer? Yes No

5. What are your salary requirements? _____ On what date are you available for work? _____

6. If this position requires you to work evening and/or weekend overtime, can you do so? Yes No

7. This position may require overnight and/or weekend travel. Can you travel overnight and/or on the weekend? Yes No

8. Are you at least 18 years of age? Yes No

9. Have you been convicted of any criminal offense involving violence against others, taking money, or property or dishonesty?
 Yes No If yes, explain _____
Conviction will NOT necessarily be a bar to employment; each instance and explanation will be considered in relation to the position for which you are applying.

10. Do you have any relatives, family members, or friends employed with NWA? Yes No
 If yes, please list their names _____ Relationship to you _____

11. If this position requires a driver's license, please answer the following: *Proof will be required upon employment.*

Valid Driver's License Number _____ State: _____

Insurance Carrier _____

Employment History

Provide the following information for the last 10 years reflecting your past and current employers, assignments or volunteer activities, starting with the most recent. Use additional sheets if necessary. Explain any gaps in employment in comments section below.

PLEASE DO NOT INDICATE 'SEE RESUME'

Employer () Telephone	Dates Employed		Summarize the type of work performed and job responsibilities
	From	To	
Address			
Job Title		Hourly Rate/Salary	
Immediate Supervisor & Title		Starting \$ per	
Reason for Leaving		Final \$ per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Comments: including explanation of any gaps in employment _____

Qualifications

Please list all education, training, or experience you feel is relevant to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, military training, volunteer work, hobbies, etc.

Education

School	Degree/Diploma	Major	Minor

Other Applicable Training

Other Applicable Experience

References

List the names of three business/work references who are *not* related to you, such as previous supervisors or co-workers who are familiar with your performance as an employee. Three school or personal references who are *not* related to you may substitute if you have no prior work experience.

Name	Title	Telephone Number	Years Known
		()	
		()	
		()	

List any additional information you would like us to consider _____

Acknowledgements

1) I understand that I have applied to an at-will employer.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between NeighborWorks® Alaska and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon NWA. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that NWA retains a similar right. I understand that NWA is an at-will employer.

2) I authorize the release of information about me and hold harmless all parties involved.

NWA has my permission to contact any former employers and references. Former employers and references may release all records of employment, including assessments of my job performance, ability, salary, and any other information of a positive or negative nature. I will not hold NWA or anyone releasing information about me liable in any manner whatsoever for any information released. NWA also has my permission to conduct a background investigation including my criminal records, motor vehicle records, educational background, work history, all social media avenues, and any other past events or experiences which may impact NWA.

3) If hired, I give NeighborWorks® Alaska of Anchorage, Alaska, the absolute right and permission to use my photograph(s) and/or story in its promotional materials and publicity efforts.

I give NeighborWorks® Alaska of Anchorage, Alaska, the absolute right and permission to use my photograph(s) and/or story in its promotional materials and publicity efforts. I understand that the photographs and stories may be used in a publication, print ad, direct-mail piece, electronic media (e.g., video, CD-ROM, Internet/WWW, Facebook), or other form of social media or promotion. I release NeighborWorks® Alaska the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use. I am 18 years of age or older.

4) If hired, I will keep current all required vehicle information, insurance, and licenses.

If the position applied for requires the operation of a company vehicle, I understand that I must maintain a current and valid driver’s license and a driving record which is satisfactory to the NWA, and I must promptly notify NWA of any changes in driving status or record. If I drive a personal vehicle on behalf of NWA, I understand that I must possess current vehicle insurance as required by law as well as a valid driver’s license, or face immediate termination.

5) This application is complete and truthful.

I have answered the questions in this application truthfully and completely. I understand that falsification, misrepresentation or omission of any material information in this application, or in any required document is grounds for refusal to hire. I further understand that, if discovered after hire, any falsification, misrepresentation or omission of information, may be grounds for my dismissal, without regard to length of time elapsed prior to discovery.

My signature indicates that I have read, understand and agree with the five statements above.

Applicant’s Signature

Applicant’s Printed Name

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION
VOLUNTARY SELF IDENTIFICATION FORM**

NeighborWorks® Alaska is an Equal Opportunity Employer and Affirmative Action Employer. New Hires are invited to participate in the Affirmative Action Program. Government Agencies require reports on status of new hires. This data is for analysis and affirmative action only. *Submission is voluntary.* Declining to participate and supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Name: _____

Date: _____

I decline to participate.

Gender: Male Female Choose Not to Identify

Race/Ethnicity: Black or African American Caucasian
 Hispanic or Latino Asian
 American Indian/Alaska Native
 Native Hawaiian/ Pacific Islander
 Two or More Races

Disability Status: Yes No

Veteran: Yes No

Disabled Veteran: Yes No