

# 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			

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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	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			

**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

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#### Other Applicable Experience

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#### 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 \_\_\_\_\_

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# 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.**

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Applicant's Signature

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Applicant's Printed Name

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**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