



# Application for Employment

Employment with AVCP RHA is "at-will". AVCP is an equal opportunity employer with Alaska Native / Indian Preference

**AVCP Regional Housing Authority**

PO Box 767

Bethel, AK 99559

(907) 543-3121 / 1-800-478-4687

Fax: (907) 543-4020

## POSITION APPLYING FOR:

*A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION APPLYING FOR*

## PERSONNEL INFORMATION

NAME:

LAST	FIRST	MIDDLE	SUFFIX
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PHYSICAL ADDRESS

ADDRESS	CITY	STATE	ZIP
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MAILING ADDRESS

*IF DIFFERENT FROM PHYSICAL ADDRESS*

BOX NUMBER	CITY	STATE	ZIP
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HOME PHONE NUMBER:

CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS:

MAY WE CONTACT YOU AT WORK? YES  NO

SOCIAL SECURITY NUMBER

DO YOU HAVE THE LEGAL RIGHT FOR EMPLOYMENT IN THE U.S.? YES  NO

DO YOU CLAIM ALASKA NATIVE / INDIAN PREFERENCE? YES  NO

IF YES, TRIBAL AFFILIATION & ENROLLMENT #

ARE YOU RELATED TO ANY CURRENT EMPLOYEE(S) OF AVCP RHA? YES  NO

*(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)*

IF YES, NAME:

RELATIONSHIP:

POSITION:

HAVE YOU EVER APPLIED WITH AVCP RHA BEFORE? YES  NO

IF YES, WHAT DATE(S) TO / / FROM / /

HAVE YOU EVER BEEN EMPLOYED WITH AVCP RHA BEFORE? YES  NO

IF YES, WHAT DATE(S) TO / / FROM / /

Within the past 5 years, have you been charged, convicted or released from prison for any criminal offense?

YES  NO  IF YES, PLEASE EXPLAIN: \_\_\_\_\_

*A conviction will not necessarily disqualify you from employment. Upon a finding of a criminal conviction, suitability will be determined based on the nature and frequency of criminal act, time elapsed since conviction, nature of employment, qualifications and whether you, the applicant, have been rehabilitated.*

## EMPLOYMENT INFORMATION

DATE AVAILABLE FOR EMPLOYMENT:	/ /	TYPE OF EMPLOYMENT STATUS DESIRED	FULL TIME: <input type="checkbox"/>	PART TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>
HAVE YOU READ JOB DESCRIPTION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF REQUIRED FOR THE POSITION, DO YOU HAVE A CURRENT AND VALID DRIVER'S LICENSE?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, WHAT STATE AND LICENSE NUMBERS?			EXPIRATION DATE			
CAN YOU PERFORM THE ESSENTIAL POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES OF THE POSITION YOU ARE APPLYING FOR WITHOUT REASONABLE ACCOMMODATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	AVCP RHA CONSIDERS REASONABLE ACCOMMODATION MEASURES THAT MAY BE NECESSARY FOR ELIGIBLE APPLICANTS TO PERFORM ESSENTIAL JOB FUNCTIONS.			
ARE YOU WILLING TO TRAVEL IF REQUIRED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ARE YOU WILLING TO RELOCATE IF REQUIRED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ARE YOU WILLING TO WORK OVERTIME IF REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>

## EDUCATION

	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE, DIPLOMA OR CERTIFICATE
HIGH SCHOOL					
COLLEGE					MAJOR <span style="border-bottom: 1px solid black; width: 50px;"></span> MINOR <span style="border-bottom: 1px solid black; width: 50px;"></span>
TRADE / TECHNICAL SCHOOL					
OTHER					

LIST ANY OTHER PROFESSIONAL, BUSINESS OR CIVIC MEMBERSHIPS /OFFICES AND/OR SPECIAL TRAINING RECEIVED: (Exclude any memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status):

MILITARY SERVICE									
HAVE YOU EVER SERVED IN THE ARMED FORCES?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATES OF SERVICE:	FROM	/ /	TO	/ /
BRANCH	RANK AT TIME OF DISCHARGE		NAME YOUR MOS & PROVIDE A BRIEF DESCRIPTION OF YOUR JOB DUTIES:						

LIST ANY SKILL USING HARDWARE, SOFTWARE AND TOOLS AND CHECK ALL THAT APPLY REGARDING EXPERIENCE											
	YES	NO	WPM	NOVICE	INTERMEDIATE	ADVANCED		SOFTWARE	NOVICE	INTERMEDIATE	ADVANCED
COMPUTER	<input type="checkbox"/>	<input type="checkbox"/>									
10 - KEY CALCULATOR	<input type="checkbox"/>	<input type="checkbox"/>									
FAX MACHINE	<input type="checkbox"/>	<input type="checkbox"/>									
MULTIFUNCTION PRINTER / COPIER	<input type="checkbox"/>	<input type="checkbox"/>									
OTHER:	<input type="checkbox"/>	<input type="checkbox"/>									

LIST ANY FOREIGN LANGUAGE(S) AND CHECK ALL THAT APPLY FOR EFFECIENCY IN SUCH LANGUAGE			
LANGUAGE	READ	SPEAK	WRITE

REFERENCES: PROVIDE THREE BUSINESS/WORK REFERENCES WHOARE NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE. IF NOT APPLICABLE, LIST THREE SCHOOL OR PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU.				
NAME	OCCUPATION & ORGANIZATION	YEARS KNOWN/ACQUAINTED	TELEPHONE (CURRENT)	EMAIL ADDRESS
1.				
2.				
3.				

LIST ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER:

### EMPLOYMENT HISTORY

STARTING WITH YOUR MOST RECENT, LIST YOUR PREVIOUS EMPLOYMENT HISTORY, INCLUDING MILITARY SERVICE. ACCOUNT FOR PERIODS OF UNEMPLOYMENT OVER 30 DAYS. FILL IN ALL FIELDS, EVEN IF YOU HAVE PROVIDED A RESUME, ATTACH EXTRA PAGES IF NECESSARY											
COMPANY NAME:							PHONE:				
ADDRESS:						IMMEDIATE SUPERVISOR NAME & TITLE:					
JOB TITLE:					STARTING SALARY:			FINAL SALARY:			
DATES OF EMPLOYMENT	FROM:	/ /	TO:	/ /	REASON FOR LEAVING:						
MAY WE CONTACT THIS EMPLOYER FOR REFERENCE?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>							
DESCRIPTION OF DUTIES:											

**EMPLOYMENT HISTORY (CONT'D)**

COMPANY NAME:				PHONE:			
ADDRESS:				IMMEDIATE SUPERVISOR NAME & TITLE:			
JOB TITLE:				STARTING SALARY:		FINAL SALARY:	
DATES OF EMPLOYMENT		FROM:	/ /	TO:	/ /	REASON FOR LEAVING:	
MAY WE CONTACT THIS EMPLOYER FOR REFERENCE?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
DESCRIPTION OF DUTIES:							

COMPANY NAME:				PHONE:			
ADDRESS:				IMMEDIATE SUPERVISOR NAME & TITLE:			
JOB TITLE:				STARTING SALARY:		FINAL SALARY:	
DATES OF EMPLOYMENT		FROM:	/ /	TO:	/ /	REASON FOR LEAVING:	
MAY WE CONTACT THIS EMPLOYER FOR REFERENCE?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
DESCRIPTION OF DUTIES:							

COMPANY NAME:				PHONE:			
ADDRESS:				IMMEDIATE SUPERVISOR NAME & TITLE:			
JOB TITLE:				STARTING SALARY:		FINAL SALARY:	
DATES OF EMPLOYMENT		FROM:	/ /	TO:	/ /	REASON FOR LEAVING:	
MAY WE CONTACT THIS EMPLOYER FOR REFERENCE?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
DESCRIPTION OF DUTIES:							

COMPANY NAME:				PHONE:			
ADDRESS:				IMMEDIATE SUPERVISOR NAME & TITLE:			
JOB TITLE:				STARTING SALARY:		FINAL SALARY:	
DATES OF EMPLOYMENT		FROM:	/ /	TO:	/ /	REASON FOR LEAVING:	
MAY WE CONTACT THIS EMPLOYER FOR REFERENCE?		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
DESCRIPTION OF DUTIES:							

**AUTHORIZATION OF RELEASE OF INFORMATION**

I understand that employment with AVCP Regional Housing Authority is contingent upon satisfactory results of an investigation of my past employment, experience, education, credit history, criminal history, driving record and other activities referred to in this application.

I certify that the information provided in this Application for Employment is true and complete to best of my knowledge. I certify that any misrepresentation, omission and/or misstatement of fact on or in this application may result in cancellation or reject of this application or may result in termination of employment, if employed.

I hereby authorize AVCP Regional Housing Authority the right to substantiate and verify my past employment, previous salary history, education, driving record, credit history, criminal history and/or any other information associated with my Application for Employment. I also authorize my previous schools, employers and/or listed references to release to AVCP Regional Housing Authority any relevant information that may be requested in connection with my Application for Employment. If a credit report or criminal background check is obtained, AVCP Regional Housing Authority must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

I hereby authorize and release, without reservation, any party or agency contacted by AVCP Regional Housing Authority and their employees or assigns from any and all claims, actions, suits, agreements, and/or liabilities arising from the release of information to AVCP Regional Housing Authority or any authorized agent thereof.

**ACKNOWLEDGEMENT OF EMPLOYMENT INFORMATION**

I hereby understand that employment with AVCP Regional Housing Authority is considered “At – Will” and AVCP Regional Housing Authority or I may terminate my employment with or without good cause, explanation and/or at any given time without explanation or prior notice.

I understand that AVCP Regional Housing Authority is an equal opportunity employer with Indian Preference pursuant to Section 7(b) of the Indian Self-Determination Act of 1975, 25 U.S.C. § 450e(b). AVCP Regional Housing Authority agrees to give preference to Indians who can perform the work required regardless of age, sex, religion, or tribal affiliation for training and employment opportunities... I understand and certify to be considered under Indian Preference, you must provide verification with your Application for Employment and resume.

All qualified applicants will receive consideration for employment without regard to their protected veteran or disabled status and will not be discriminated against. AVCP Regional Housing Authority does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on a basis prohibited by local, State and/or Federal law.

A separate application is required for each position applying for. This application will be kept for a period of six months. At the conclusion of the six month application holding period, if I have not been contacted by AVCP Regional Housing Authority and still wish to be considered for employment, it will be necessary to complete a new application. Within the six month holding period, if a position is open and you wish to apply your application and resume to such position notify AVCP Regional Housing Authority.

I certify that this application is not and is not intended to be a contract of agreement or employment.

Print Name:		Date:	
Signature of Applicant:		Date:	

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I certify that the information provided in this Application for Employment is true and complete to best of my knowledge. I certify that any misrepresentation, omission and/or misstatement of fact on or in this application may result in cancellation or reject of this application or may result in termination of employment, if employed.

I hereby authorize AVCP Regional Housing Authority the right to substantiate and verify my past employment, previous salary history, education, driving record, credit history, criminal history and/or any other information associated with my Application for Employment. I also authorize my previous schools, employers and/or listed references to release to AVCP Regional Housing Authority any relevant information that may be requested in connection with my Application for Employment. If a credit report or criminal background check is obtained, AVCP Regional Housing Authority must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

I hereby authorize and release, without reservation, any party or agency contacted by AVCP Regional Housing Authority and their employees or assigns from any and all claims, actions, suits, agreements, and/or liabilities arising from the release of information to AVCP Regional Housing Authority or any authorized agent thereof.

First Name:		Middle Name:	
Last Name:		Suffix, if applicable:	
Date of Birth:	/ /	Social Security Number:	- -
Driver's License Number:		Issuing State:	
Physical Address:		Mailing Address: <i>If different from Physical</i>	
City:		State:	
Zip Code:		Telephone Number:	( ) -

Print Name:		Date:	
Signature of Applicant:		Date:	

TO BE USED FOR PRE-EMPLOYMENT PURPOSES ONLY – TO BE FILED SEPARATELY FROM APPLICATION

ANY ALTERATIONS, CHANGES OR MODIFICATIONS MADE TO THIS APPLICATIONS IS CONSIDERED NULL AND VOID