



Employment Application

Anchorage Community Development Authority

An Equal Opportunity and Affirmative Action Employer & Complies with Title 1 of the ADA
Please Print or Type using Blue or Black Ink

| | | |
|------------------|---|--|
| Position Desired | Which Days/Times Can You Work? <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun | Days: 7:00a.m. - 6:00pm Yes <input type="checkbox"/> No <input type="checkbox"/> Evenings: 2:00 p.m. - 1:00 a.m. Yes <input type="checkbox"/> No <input type="checkbox"/> Nights: 9:00 p.m. - 8:00 a.m. Yes <input type="checkbox"/> No <input type="checkbox"/> |
|------------------|---|--|

| | |
|---|------------------------------|
| Name (Last) (First) (Middle) | E-mail Address |
| Residence Address Street City State Zip Code | Home Phone |
| Mailing Address (if different than residence) Street City State Zip Code | Work Phone |
| | Alternate/Message/Cell Phone |

Criminal Convictions – Have you ever been convicted of any violation of the law, other than minor traffic violations? Yes No

If yes, list conviction(s), date(s) and sentence(s). (DUI / DWI's must be listed.) If more space is needed, provide an attachment.

NOTE: Applicants must list any unconditional pardons, suspended imposition of sentences (SIS) or any other conviction set aside by court order.

Are you at least 18 years of age? Yes No Do you have a legal right to accept employment in the United States? Yes No

Are you able to perform the essential functions of this job with or without an accommodation? Yes No
(Do not indicate that an accommodation may be needed)

| | | | | |
|---|---|------------------------|-----------------------|--|
| Have you ever tested positive or refused to take a DOT drug test for a position for which you were not hired: | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a current Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have a current CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No | If CDL, Indicate Class | List CDL endorsements | List Restrictions |

Education

Do you have a High School Diploma or GED Certificate? Yes No

| | |
|------------------------------|------------|
| Name of High School Attended | City/State |
|------------------------------|------------|

College, University or Graduate Schools (if more space is needed, provide an attachment)

| Name and Location of School | Dates attended | Total Credit Hours | | Major/Minor or Subjects Taken | Degree and Year Received |
|-----------------------------|----------------|--------------------|---------|-------------------------------|--------------------------|
| | | Semester | Quarter | | |
| | From: To: | | | | |
| | From: To: | | | | |

Technical or Vocational Schools

| Name and Location of School | Dates attended | Total Course Hours | Course Study | Degree Received | Year Received |
|-----------------------------|----------------|--------------------|--------------|-----------------|---------------|
| | | | | | |
| | From: To: | | | | |

| | |
|---|------------------|
| List Current Professional Licenses, Certificates and/or Registrations | Expiration Date: |
|---|------------------|

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|---------------------------------------|
| Employment History (continued) |
|---------------------------------------|

Describe your work history for the last **10 years** beginning with your current or most recent position/job. Include volunteer and military experience, including military rank. If necessary, use additional pages. A resume may be attached but will not substitute for the required Employment History information. Failure to provide complete and accurate information regarding each job held, including providing misleading or false information, may result in disqualification for the position or termination upon discovery.

EXPLAIN ALL GAPS IN EMPLOYMENT LONGER THAN 3 MONTHS.

| | | | |
|--|---------------------------------|---|----------------------------------|
| Official Job Title | Name/Title of Supervisor | | Supervisor's Phone Number |
| | | | |
| Company Name and City/State of Employer | Ending Pay Per/Hr | Employment Dates (List Month and year) | Reason for Leaving |
| | Hours per week | From: To: | |

Duties/Responsibilities

| | | | |
|--|---------------------------------|---|----------------------------------|
| Official Job Title | Name/Title of Supervisor | | Supervisor's Phone Number |
| | | | |
| Company Name and City/State of Employer | Ending Pay Per/Hr | Employment Dates (List Month and year) | Reason for Leaving |
| | Hours per week | From: To: | |

Duties/Responsibilities

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|--|---------------------------------|---|----------------------------------|
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Duties/Responsibilities

| |
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| | Hours per week | From: To: | |
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| Duties/Responsibilities | | | |

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| Duties/Responsibilities | | | |

Employment History (continued)

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EXPLAIN ALL GAPS IN EMPLOYMENT LONGER THAN 3 MONTHS.

List the types of computer software and programs you have used.

List any other special qualifications, skills and/or abilities.

List your typing, data-entry, and 10key skills.

Typing _____ WPM

Data Entry _____ KSM

10-Key _____ KSM

List relatives employed by ACDA

| Name | Relationship | Department |
|------|--------------|------------|
| | | |
| | | |

APPLICANT AUTHORIZATION AND CERTIFICATION – I **AUTHORIZE** the Anchorage Community Development Authority (ACDA) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, or other sources. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I **DIRECT** you to release such information to the ACDA regardless of any agreement I may have made with you previously to the contrary. I **RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I **CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I **AGREE** to submit to physical and/or mental examinations as the ACDA may require after receipt of a bonafide offer of employment.

Signature

Date



Employment Application

Anchorage Community Development Authority

An Equal Opportunity and an Affirmative Action Employer & Complies with Title 1 of ADA

Submit application to: Human Resource, 700 West 6th Avenue #206, Anchorage, AK 99501
Phone: (907) 276.7275 Fax: (907) 279.5073 www@acda.net

Information and Instructions

Applications are only accepted for open Position Announcements during an active recruitment period. Published Position Announcements are available at the Human Resource Office Monday thru Friday from 8:00 a.m. to 5:00 p.m. excluding holidays. You may visit the Website at: www@acda.net.

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 p.m. on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resume may be included as an addendum to the Employment History section of the application, however, the Employment History section must be completed entirely.

Criminal Convictions: A criminal conviction, including nonjudicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. However, a criminal conviction for an offense involving moral turpitude within 7 years prior to the application will result in applicant disqualification. Failure to completely and accurately explain conviction(s) will result in disqualification of your application.

Background Check: Anchorage Community Development Authority (ACDA) positions require a background check before an appointment is confirmed.

Drivers License: If selected for a position requiring a driver's license, appointment will be conditioned upon submission of a copy of the applicant's Alaska Driver's License and a current copy of his/her Department of Motor Vehicle driving record, including a driving record from previous states if the Alaskan Driver's license was first issued within one year prior to application, documenting an acceptable driving history.

Veterans Preference: A Veteran is a person who has received an honorable discharge from the Army, Navy, Air Force, Coast Guard, Marine Corps, National Guard, or organized Military reserves of the United States; and who has served during the following time periods: December 7, 1941 to July 1, 1955; or for more than 180 consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976; or during the Gulf War from August 2, 1990 through January 2, 1992; or in a campaign for which a campaign medal has Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty (not active duty for training) on or after October 14, 1982, must have served continuously for 12 months, or for the full period, or ordered to be active duty.

Affirmative Action Program

ACDA has an Affirmative Action program. To assist us in the program, you are asked to provide the following information for reporting purposes only. In accordance with State and Federal Law, this information will be retained separately for record-keeping purposes and will not be made a part of your application.

Voluntary Information

| | | | | | | | |
|--|---------|--|------------------------|---|--------------|--|--|
| Name | | | Social Security Number | | Today's Date | | |
| (Last) | (First) | (Middle) | | | | | |
| Job Number | | Birthdate | | Sex | | Are you disabled? | |
| | | | | <input type="checkbox"/> Male <input type="checkbox"/> Female | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Ethnic Group (Check only one) | | | | If Requesting Veterans Preference (see above definition) | | | |
| <input type="checkbox"/> (B) African American | | <input type="checkbox"/> (H) Hispanic | | <input type="checkbox"/> (DVT) Disabled (30% or more) | | <input type="checkbox"/> (VET) Other Veteran | |
| <input type="checkbox"/> (A) Asian/Pacific Islander | | <input type="checkbox"/> (W) White | | To receive Veteran's Preference, a DDform 214 must be attached. | | | |
| <input type="checkbox"/> (N) Alaska Native/American Indian | | <input type="checkbox"/> (O) Multiracial/Other | | | | | |