



Covenant House Alaska

Application for Employment

Name (Last, First, MI): _____ Date: _____
Address: _____
City, State, Zip: _____
Home Phone: _____ Cell Phone: _____ Other Phone: _____
Email: _____

Position Applied For: _____ Date Available To Begin Work: _____
Are you applying For: Full-Time Part-Time On-Call
Is there a program shift you cannot work? Day Evening Overnight
(7:30am– 3:30pm) (2:30pm–10:30pm) (10:00pm– 8:00am)
Are you willing to work weekends? Yes No Occasionally
Due to licensing requirements, some of our positions require applicants to be at least 21. Do you meet this requirement? Yes No

How were you referred to Covenant House Alaska? Newspaper Job Bank CHA Website
 CHA Employee / Referral Craigslist Other: _____
May we contact your current or most recent employer? Yes No
Do you have a current State of Alaska Driver's License? Yes No
Have you ever been employed by Covenant House? If yes, when? _____ Yes No
Have you been convicted of a felony within the last 10 years? If yes, please explain. Yes No

Have you ever been terminated by any company? If yes, please explain. Yes No

Professional References

Please list four professional references (people unrelated to you) that have knowledge of your experience, skills and abilities.

Name: _____ Phone: _____ Address: _____ E-Mail: _____ Fax: _____
Name: _____ Phone: _____ Address: _____ E-Mail: _____ Fax: _____
Name: _____ Phone: _____ Address: _____ E-Mail: _____ Fax: _____
Name: _____ Phone: _____ Address: _____ E-Mail: _____ Fax: _____

Employment History

Start with your present or most recent employer. Please give accurate, complete full-time and part-time employment history.
 (Writing "See Resume" is not acceptable)

Employer		Telephone ()
Address, City, State, Zip		Dates Employed (Month/Year)
Job Title:	Supervisor	From: To: Hourly Rate / Salary
Major Duties		Starting: Final: Reason for Leaving:

Employment History (con't)

Start with your present or most recent employer. Please give accurate, complete full-time and part-time employment history.

(Writing "See Resume" is not acceptable)

Employer		Telephone ()
Address, City, State, Zip		Dates Employed (Month/Year) From: To:
Job Title:	Supervisor	Hourly Rate / Salary Starting: Final:
Major Duties		Reason for Leaving:

Employer		Telephone ()
Address, City, State, Zip		Dates Employed (Month/Year) From: To:
Job Title:	Supervisor	Hourly Rate / Salary Starting: Final:
Major Duties		Reason for Leaving:

Employer		Telephone ()
Address, City, State, Zip		Dates Employed (Month/Year) From: To:
Job Title:	Supervisor	Hourly Rate / Salary Starting: Final:
Major Duties		Reason for Leaving:

ATTACH ADDITIONAL SHEETS IF NECESSARY

Education

	Name and Location of School	Course of Study	# of Years Completed	Did you graduate?	Degree or Diploma
High School					
College					
Graduate School					
Technical/ Vocational/ Other					

Military

Describe any job-related training received in the United States Military.

Professional Certification / Registration

List current certifications including type, issuing agency and expiration.

Membership in Professional or Civic Organizations

List professional, trade, business or civic activities or offices held. (You should exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)



Covenant House Alaska is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

This application for employment shall be considered active for a period of time not to exceed 90 days. At the end of the period, any applicant still interested in employment needs to reapply by completing a new application.

Name: _____

Social Security Number: _____

Applicant's Statement/ Release

I certify that the information supplied by me is true and correct to the best of my knowledge and that I have not knowingly withheld or falsified any fact or circumstance. I understand that if employed, false statements on this application will be considered sufficient grounds for immediate dismissal.

I understand that the information on this application is subject to check and verification by Covenant House Alaska or its representative and that any of the current or previous employers or references on my application and resume may be asked for information relative to my character and employment record with them. I hereby release from all liability and damages, both Covenant House Alaska and those individuals or companies who provide such information.

I hereby understand and acknowledge that any employment relationship with Covenant House Alaska is of an "at will" nature, which means that the Employee may resign at any time and Covenant House Alaska may discharge an Employee at any time with or without cause.

Signature of Applicant

Date

PO BOX 100620, Anchorage, AK 99510-0620
755 A Street, Anchorage, AK 99501
(907) 272-1255
HR Fax: (907) 339-4252
Human Resources Office: (907) 339-4207
Email: employment@covenanthouseak.org
<http://ak.covenanthouse.org/>