

Application For Employment



INTERIOR REGIONAL HOUSING AUTHORITY (IRHA)
 828 27th Ave. Fairbanks, Alaska 99701
 Phone (907) 452-8315/Fax (907) 452-3119
 Web: www.irha.org

Date of Application: _____ Position(s) Applying For: _____

Personal Information:

Last Name:	First Name:	Middle Name:	Suffix:
Mailing Address:	City:	State:	Zip:
Home Phone Number:	Cell Number:	Message Number:	
E-mail Address:			
Alaska Native/American Indian: Yes " "No			
<p>Note: IRHA is an equal opportunity employer, although Native preference is applied, we hire individuals solely upon the basis of their qualifications. To the greatest extent feasible, preference will be given to qualified Alaska Natives and Native American Indians for employment.</p>			

Working Conditions:

When would you be available to begin work? " "Immediately " "Two Weeks " "Other

Are you a rgi cm{ "gri kdrq"q"y qtmkp"y g"United States citizen? YES NO

Note: Cm{r gtuppu"wr qp"j kg"y knidg"tgs wktgf "vq" xgtkh{ "kf gpwv{ "cpf "gri kdkv{ "vq"y qtmkp"y g"WU"cpf "eqo r rvg"y g"K; "hqt o

Are you currently employed? YES "NO

Availability to work? " "Full Time " "Part Time " "Temporary " "On Call

Are you willing to work overtime if required by the position? "YES NO

Can you travel if required by the position? YES NO

Military Service:

Branch of Military: _____ Dates of Service: _____

Rank in Military: _____

List of schooling or other trainings received: _____

Are you a veteran? YES NO

Educational Information/Training:

Circle Highest Grade Completed:			High School Diploma or G.E.D: " "YES " "NO			
Type of School	Name and Location of School	Field of Study	Semester/Hours Completed	Graduated		Type of Degree or Diploma
				YES	NO	
Colleges or Universities						
Technical, Vocational, or Business Schools						

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Additional Qualifications: List any additional skills or qualifications you possess to further qualify you for the position(s).	
Professional licenses and certifications, dates issued and issuing authority.	
Special trainings and courses, dates issued and issuing authority.	
Special skills and qualifications Including computer software, typing speed, vehicles, tools, heavy equipment, machinery, etc.	

Employment History: List your present or most recent employer first. Account for the last 10 years, including periods of unemployment. Attach additional sheets if necessary.
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Company:	Title:	Employment Dates:
Duties:	Supervisor Name & Contact Number:	
	STARTING WAGE:	ENDING WAGE:
	May we contact this employer?	
Reason for leaving:		
Company:	Title:	Employment Dates:
Duties:	Supervisor Name & Contact Number:	
	STARTING WAGE:	ENDING WAGE:
	May we contact this employer?	
Reason for leaving:		
Company:	Title:	Employment Dates:
Duties:	Supervisor Name & Contact Number:	
	STARTING WAGE:	ENDING WAGE:
	May we contact this employer?	
Reason for leaving:		
Company:	Title:	Employment Dates:
Duties:	Supervisor Name & Contact Number:	
	STARTING WAGE:	ENDING WAGE:
	May we contact this employer?	
Reason for leaving:		

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References: Please provide 3 professional references. Personal references can be listed on resume.			
1.	Name:	Title:	
	Company:	Contact Number:	Number of years known:
2.	Name:	Title:	
	Company:	Contact Number:	Number of years known:
3.	Name:	Title:	
	Company:	Contact Number:	Number of years known:

General Information:
<p>Are you over the age of 18? YES NO</p> <p>Note: If under the age of 18, hire is subject to verification of minimum legal age and work permit.</p> <p>Have you ever applied or worked for IRHA before? ""YES " NO</p> <p>If yes, please explain: _____</p> <p>Do you have a valid driver's license? ""YES NO</p> <p>Have you ever been convicted of a Misdemeanor, Felony, and/or placed on probation, fined or given a suspended sentence such as a deferred adjudication in court? ""YES NO If yes, please provide date(s) and circumstances for all cases other than minor traffic violations: _____</p> <p>Note: A full disclosure by you is to your advantage, as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of offense(s), time elapsed since offense(s), frequency of offense(s), nature of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION.</p> <p>Have you ever been released or discharged from employment or resigned to avoid such release or discharge? ""YES ""NO</p> <p>If yes, please explain: _____</p>

Certification: Please read the following carefully before signing.
<p>I understand that submission of this application does not guarantee employment. I understand that this application is not a contract and that if employed, my employment is for no definite period of time. I understand and agree that I may resign my employment with IRHA for any specified reason and that my employment may be terminated at the will of IRHA at any time with or without prior notice, with our without cause or reason. I also understand that any handbooks, manuals, policies and procedures maintained by IRHA are not contractual in nature and may be amended or abolished at the sole discretion of IRHA.</p> <p>I hereby certify that the information I have furnished on this application and any supporting documents is true and complete to the best of my knowledge and belief, and that any false statements, omissions or misrepresentations given on my application, resume, and/or interview(s) may result in rejection of this application or termination of employment regardless of the time elapsed before discovery. I also understand that consideration for employment is contingent upon the results of a reference, background check, and drug test. I therefore authorize this company and/or any of its representatives to contact any and all schools, former employers, references, DMV, courts and any others respond to questions pertaining to information on this application. Further, I release from all liability such former employer(s) or all other person(s) contacted by providing information to this company.</p> <p>Should I become an employee of IRHA, I will adhere to all IRHA's policies and procedures and will conduct the company's business in a strictly ethical and legal manner. I also agree that since employees may have access to confidential information, I will not disclose any such information to unauthorized parties as a condition of my employment.</p> <p>I understand that, pursuant to the Immigration Reform and Control Act, IRHA may only employ those individuals who are eligible to work in the United States. Accordingly, I understand that upon being hired I will be required to demonstrate my eligibility to work in the United States. I further understand that my failure to do so will result in termination or revocation of an offer of employment.</p> <p>I understand that this application is valid for each calendar year; consideration for employment after this period will be void unless a new application is submitted.</p> <p>I certify that I have read, understand and will adhere to the aforementioned statements.</p>

Signature of Applicant: _____ Date: _____

If not signed this application will be rejected.