

Employment Application

Anchorage Community Development Authority



An Equal Opportunity Employer & Compliant with Title 1 of the ADA

Please type, or print with blue or black ink.

Position Desired	Days/Times Available							Days: 7am - 6pm	Y	N
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Evenings: 2pm - 1am	Y	N
								Nights: 9pm - 8am	Y	N

Name			Email Address		
(Last)	(First)	(Middle)			

Residence Address				Home Phone	
(Street)	(City)	(State)	(Zip Code)		

Mailing Address (If Different From Residence)				Work Phone	
(Street)	(City)	(State)	(Zip Code)		

Have you ever been convicted of any violation of the law (other than minor traffic violations)? If so, <u>list conviction(s), date(s), and sentence(s)</u> . DUIs/DWIs must be listed. If more space is needed, please provide an attachment. List any unconditional pardons, suspended imposition sentences (SIS), or any other conviction set aside by court order. DO NOT list convictions that occurred more than 7 years ago.	Y	N
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Are you at least 18 years of age?	Y	N	Do you have a legal right to accept employment in the United States?	Y	N
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Are you able to perform the essential functions of this job with or without accommodations? (Do not indicate that an accommodation may be needed)	Y	N
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Have you ever tested positive or refused to take a drug test for a position for which you were not hired?	Y	N
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Do you have a current Driver's License?	Y	N	List Restrictions
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Education: High School

Do you have a High School Diploma or a GED Certificate?	Y	N
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Name of High School Attended	City/State
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Education: College, University or Graduate Schools

(If more space is needed, please provide an attachment.)

1	Name & Location of School	Dates Attended	Total Credit Hours (Semester & Quarter)
	Major/Minor or Subjects Taken	Degree & Year Received	

2	Name & Location of School	Dates Attended	Total Credit Hours (Semester & Quarter)
	Major/Minor or Subjects Taken	Degree & Year Received	

Education: Technical or Vocational Schools

(If more space is needed, please provide an attachment.)

1	Name & Location of School	Dates Attended	Total Credit Hours (Semester & Quarter)
	Degree Received	Degree & Year Received	

2	Name & Location of School	Dates Attended	Total Credit Hours (Semester & Quarter)
	Degree Received	Degree & Year Received	

Education: Professional Licenses, Certificates and/or Registrations

(If more space is needed, please provide an attachment.)

Name of License/Certificate/Registration	Expiration Date
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Name of License/Certificate/Registration	Expiration Date
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Name of License/Certificate/Registration	Expiration Date
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Work History

(If more space is needed, please provide an attachment.)

1

Official Job Title	Name/Title of Supervisor		Supervisor's Phone Number
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

2

Official Job Title	Name/Title of Supervisor		Supervisor's Phone Number
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

3

Official Job Title	Name/Title of Supervisor		Supervisor's Phone Number
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

4

Official Job Title	Name/Title of Supervisor		Supervisor's Phone Number
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

Work History (Continued)

(If more space is needed, please provide an attachment.)

5

Official Job Title	Name/Title of Supervisor	Supervisor's Phone Number	
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

6

Official Job Title	Name/Title of Supervisor	Supervisor's Phone Number	
Name of Company & City/State	Ending Pay	Employment Dates	Hours Per Week
Duties/Responsibilities		Reason for Leaving	

Tech Proficiency

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

List any other qualifications, skills and abilities

Typing WPM:	Data Entry KSM:	10-Key KSM:
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List Relatives at ACDA

Name, Relationship, Department

Name, Relationship, Department

PLEASE READ CAREFULLY

Important information and instructions for applying for positions with ACDA and EasyPark

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.easyparkalaska.com/about-us/employment.

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 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 may result in applicant disqualification. Failure to completely and accurately explain conviction(s) may also result in disqualification of the application.

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

Drivers License: If selected for interview for a position requiring a driver's license, you will be required to show your valid driver's license at the time of interview. If your driver's license is not issued by the State of Alaska, you will have 90 days to obtain an Alaska Driver's license.

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 been awarded. 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. Additional periods of service will be recognized if authorized by Congress.

Applicant Authorization, Certification & Acknowledgement

I AUTHORIZE the release of information relating to information in this application by schools, employers, criminal justice agencies, individuals, or other sources including but not limited to, academic, performance, attendance, achievement, personal history, disciplinary, and conviction records.

I DIRECT the release of such information regardless of any agreement I may have made previously.

I RELEASE any business, institution or individual from any and all liability for any damage of any kind which may result from compliance, or attempt to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge.

I ACKNOWLEDGE that any incomplete, inaccurate, misleading, false or incorrect information may: result in rejection of my application; disqualify me from consideration; render an appointment void; or cause for my dismissal upon discovery.

I ACKNOWLEDGE that employment with ACDA is strictly voluntary and at-will which means that I may terminate employment at any time and that ACDA may terminate my employment at any time, with or without notice, and with or without reason.

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

Deliver, mail or fax completed applications to:

245 West 5th Avenue, Suite 122
Anchorage, Alaska
99501

Fax: 907-279-5073