



Employment Application

Anchorage Community Development Authority

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

Position applying for (use title listed on position Announcement)	Job Number	
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Please Print (Last) (First) (Middle)	Social Security Number
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Residence Address Street City State Zip Code	Home Phone	Work Phone
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Mailing Address Street City State Zip Code	E-mail Address
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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 applying for a position requiring a background check 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? (Do not indicate that an accommodation may be needed) Yes No

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	If CDL, Indicate Class	List CDL endorsements	List Restrictions
Do you have a current CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Education

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

Name of High School Attended	City/State
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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:				
	From: To:				

Technical or Vocational Schools

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

List Current Professional Licenses, Certificates and/or Registrations	Expiration Date:
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Employment History (continued)

Describe **all** work history beginning with your current or most recent position/job. Include volunteer and military experience, including military rank. If necessary, use additional pages or a resume as long as it provides all required 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. PLEASE 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			
Duties/Responsibilities					
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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
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		Hours per week			
Duties/Responsibilities					

Employment History (continued)

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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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Company Name and City/State of Employer	Ending Pay Per/Hr	Employment Dates (List Month and year)	Reason for Leaving
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Employment History (continued)

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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 the 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, ETC. 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 such tests and physical and/or mental examinations as the ACDA/PS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Signature

Date



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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

With the exception of applications for Executive positions, applications will only be accepted in response to a published Position Announcement during an active recruitment period. Published Position Announcements are available at the Human Resources 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/employment

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 as long as it provides all of the information required in this section.

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. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

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 been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia, Bosnia, or the Global War on Terrorism. 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

The 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 <small>(Last) (First) (Middle)</small>			Social Security Number	Today's Date
Job Number	Birthdate	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic Group (Check only one) <input type="checkbox"/> (B) African American <input type="checkbox"/> (H) Hispanic <input type="checkbox"/> (A) Asian/Pacific Islander <input type="checkbox"/> (W) White <input type="checkbox"/> (N) Alaska Native/American Indian <input type="checkbox"/> (O) Multiracial/Other			Veteran status <input type="checkbox"/> (DVT) Disabled (30% or more) <input type="checkbox"/> (VET) Veteran <input type="checkbox"/> (VEV) Vietnam-era (at least 6 mos. Service between 8/5/64-5/7/75)	