TUNDRA WOMEN'S COALITION
WORKING TOGETHER TOWARD A BRIGHTER FUTURE

Date Of Application: _____

Position Applied For:_____

Desired Salary: $_____

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Personal Data

Name:_____

Mailing Address:_____ Physical Address:_____

Telephone: (___) - _____ Date of Birth:_____ - ___ - _____

Which Languages Do You Speak Fluently:_____

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Are you currently employed?	YES	NO
If so, may we contact your present employer?	YES	NO
Have you filed an application at T.W.C before?	YES	NO
Have you ever been employed at T.W.C before?	YES	NO
If so, when and what capacity?		
What date would you be available to start work?		
Are you available to work: (Circle all that apply)	Full-time	Part-time	On-call
Are you available to work: (Circle all that apply)	Night	Days	Week-ends
Can you travel if required be position?	YES	No
Do you hold CPR/ First-aid certification?	YES	No
If YES, list date of expiration:		
Have you been shown a copy of the job description listing the essential functions of the job?	YES	No
Do you understand the essential functions of the job?	YES	No
Can you perform these essential functions without reasonable accommodation?	YES	No

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If accommodation is required to perform the essential functions of the position, please describe the necessary accommodation needed and your ability to perform the essential functions:	

Do you have a valid Alaska driver's license? YES_____ NO_____

Have you ever been charged/ convicted of a DUI? YES_____ NO_____

Are you a veteran of the U.S. Military Services? YES_____ NO_____

Have you been convicted of any felony crime in the past 5 years?
YES_____ NO_____ If yes, please explain: _____

_____

Has a substantiated case of assault, domestic violence, sexual assault, child abuse, or child neglect been filed against you? YES_____ NO_____ If yes, please explain:

_____

_____

Have you ever been fired, terminated, or asked to resign from any job you ever held?
YES_____ NO_____ If you answered YES, please give details: _____

_____

_____

A resume may replace the Educational/ Employment section if all information is included in resume.

School name and location:	:		
	High School	College	Graduate
Circle Years Completed	1 2 3 4	1 2 3 4	1 2 3 4
Course of study:			

Special Training Apprenticing, Skills And Extra- Curricular Activities:
Honors Received:

Other Skills that should be considered in place of education:	

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Employment Experience

Employer　　　　Telephone Number 　　　　　　　( )	Summarize nature of job responsibilities:
Address	
Job Title:	
Immediate Supervisor:	
Reason for Leaving:	
May we contact for reference?　YES　NO	
Dates of employment: From:　 / /　　To:　　 / /	
Hours per week:	
Salary/Earnings: starting:　　　ending:	Number of employees supervised:

Employer　　　　Telephone Number 　　　　　　　( )	Summarize nature of job responsibilities:
Address	
Job Title:	
Immediate Supervisor:	
Reason for Leaving:	
May we contact for reference?　YES　NO	
Dates of employment: From:　 / /　　To:　　 / /	
Hours per week:	

Salary/Earnings: starting: ending:	Number of employees supervised:

Employer Telephone Number ( )	Summarize nature of job responsibilities:
Address	
Job Title:	
Immediate Supervisor:	
Reason for Leaving:	
May we contact for reference? YES NO	
Dates of employment: From: / / To: / /	
Hours per week:	
Salary/Earnings: starting: ending:	Number of employees supervised:

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Please rate your knowledge in the following areas:

Domestic Violence: Good_____ Fair _____ None_____

Child Abuse/ Neglect: Good_____ Fair_____ None_____

Child Sexual Abuse: Good_____ Fair_____ None_____

Sexual Assault: Good_____ Fair_____ None_____

Why are you interested in this position? _____

_____

_____

State any additional information you feel may be helpful to us in considering your application: _____

_____

_____

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REFERENCES

Professional: Please list three people who are familiar with your work performance.

Name: Address: Telephone: Title:

_____

_____

_____

Personal: Please list two people who know about your character and personal qualities

Name: Address: Telephone: Title:

_____

Personal Statement

I certify that the answers given on this application are true and completed to the best of my knowledge. I authorize investigation of all statements contained in this application that may be necessary in arriving at an employment decision, including a background check. I understand that this application is not, nor is it intended to be, a contract or an offer of employment. Any offer of employment is conditional pending a completed background check.

In the event of employment, I understand that false or misleading information given in my application or in my interview may result in being discharged. I understand that I would be required to abide by all rules and regulations of T.W.C if employed by T.W.C.

_____   _____

Signature of Applicant   Date