

# Gastineau Human Services Employment Application

Your Name (Last, First, Middle): \_\_\_\_\_ Telephone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Email (Please print clearly): \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

Are you related to a current GHS employee?  YES  NO If yes, who? \_\_\_\_\_ Relationship Type \_\_\_\_\_

Can you provide proof of legal eligibility for employment in the United States?  YES  NO (If yes, verification will be required)

This position requires dependable attendance and may include overtime. Can you meet these requirements?  YES  NO

Do you need any special accomodation to perform the job functions identified?  YES  NO

Do you have a valid Alaska drivers license?  YES  NO

Are you 21 years of age or older?  YES  NO

How many days after being notified that you are hired can you report to work? \_\_\_\_\_

<b>EDUCATION:</b>	Years Completed	Field of Study	Graduation/Degree and Date Received
High School: _____			
College/University: _____			
Other: _____			

**MILITARY SERVICE:**  YES  NO No. of years of service \_\_\_\_\_ Highest Rank \_\_\_\_\_

Duties \_\_\_\_\_

**EMPLOYMENT:** By filling out this section you give GHS consent to contact your current and previous supervisors. List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here.

Employer Name and City	Position Title / Duties or Skills	Dates Employed From and To:
Beginning salary      Ending Salary	Supervisor's Name:      Telephone:	Reason for leaving:
\$                      \$		
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		Reason for leaving:		
Beginning salary	Ending Salary	Supervisor's Name:	Telephone:	
\$	\$			

List additional skills: (including supervision skills, other languages, or information that may benefit GHS)

**PROFESSIONAL REFERENCES:** List two professional work references who are **not** supervisors.

Name	Telephone	Occupation	Years Known

In case of an Emergency, Accident or Major Illness, please contact:

NAME	CONTACT PHONE #	RELATIONSHIP

Information to the applicant: As part of our procedure for processing your employment application, your employment supervisors and professional references will be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from checking your references.

As a potential employee of Gastineau Human Services you will be required to pass a criminal background history check and be insurable by GHS auto insurance provider. You may be drug tested as part of the hiring process or during your employment at Gastineau Human Services.

I understand and agree to the information shown above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYER SECTION:**