



Application for Employment

Instructions: Please PRINT all information requested.

Applicants are considered for all position without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Resumes may be attached, but not as a substitute to the application.

Return your completed application to:

**Alaska Tent & Tarp
529 Front Street
Fairbanks, AK 99701
907-456-5501**

Position Applying For: _____ **Minimum Salary Requirement:** _____

Employment Desired: FULL-TIME PART-TIME TEMP: **What date are you available for Work?** _____

Shift Desired: Day Shift Swing Shift (3pm – 11:30pm) Midnight Shift (11pm – 7:30 am)

Referral Sources: Advertisement Employment Agency Friend: _____

Relative: _____ Walk-In Other: _____

PERSONAL DATA

Name

Last First Middle Maiden

Address

Number Street City State Zip

Home Phone (____) _____ **Cell or Msg Phone** (____) _____ **E-mail address** _____

Have you filed at application here before? Yes No If Yes, give date: _____

Have you ever been employed with Alaska Tent & Tarp? Yes No If Yes, when: _____

Do you have any relatives currently employed here? Yes No If Yes, who: _____

BACKGROUND CHECK DATA

Are you a United States Citizen: Yes No

If not, what type of Visa do you have? _____ Expiration Date: _____

States where you have Resided: _____ Social Security No. _____ - _____ - _____

Can you furnish a work permit if you are under the age of 18? Yes No N/A Date of Birth: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain conviction(s), nature of offense(s) State(s) where offenses occurred, and Sentence(s) imposed by the Court. _

DO YOU HAVE A DRIVER'S LICENSE? Yes No Type (Circle): D-1 CDL-A CDL-B

Driver's License Number _____ State of issue _____ Expiration date _____

Have you ever had a conviction for DWI in any State? No Yes If Yes, which State(s): _____

Have you had any accidents during the past three years? No Yes How many? _____

Have you had any moving violations during the past three years? No Yes How many? _____

What is your means of transportation to work? _____

MILITARY

Have you ever served in the Armed Forces: Yes No

Are you presently on active duty or a member of the National Guard: Yes No

Date Entered _____ Discharge Date _____ Type Discharge _____ Specialty _____

EDUCATION

	High School	College / University	Trade School	Certifications
School Name				
Years Completed <small>(circle)</small>	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Diploma / Degree / Certification Received				
Date Received				

EMPLOYMENT EXPERIENCE

Please list your work experience for the **PAST THREE EMPLOYERS** beginning with your current or most recent job.

Are you employed now? Yes No **May we contact your present employer?** Yes No N/A

1. Employer Name	Supervisor Name	Employment Dates	Pay or Salary
Address _____ Phone number _____		From ___/___/___ To ___/___/___	Start _____ Final _____
Your Job Title: _____ Reason for Leaving: _____ List the duties you performed, skills you learned, promotions you earned, or supervisory positions you held. _____ _____ _____			

2. Employer Name	Supervisor Name	Employment Dates	Pay or Salary
Address _____ Phone number _____		From ___/___/___ To ___/___/___	Start _____ Final _____
Your Job Title: _____ Reason for Leaving: _____ List the duties you performed, skills you learned, promotions you earned, or supervisory positions you held. _____ _____ _____			

3. Employer Name	Supervisor Name	Employment Dates	Pay or Salary
Address _____ Phone number _____		From ___/___/___ To ___/___/___	Start _____ Final _____
Your Job Title: _____ Reason for Leaving: _____ List the duties you performed, skills you learned, promotions you earned, or supervisory positions you held. _____ _____ _____			

DRUG TESTING CONSENT FORM

Alaska Tent and Tarp has a steadfast commitment to provide its' customers with quality products at a reasonable price in a timely manner. We accomplish this goal through the skill, creative talent and education of our workforce. Our Employees' reflect the integrity and the commitment of the Company. In keeping with Company Policy and the Mission Statement, Alaska Tent and Tarp is committed to provide its employee's with a Safe and Drug Free Work Environment.

In order for your Application to be considered, you must sign the Drug Testing Consent Form below:

I have applied for employment with Alaska Tent & Tarp (hereinafter called "the company.") As a condition for my application being considered, I understand and agree to undergo Drug & Alcohol Urinalysis Pre-Employment Screening. I understand that if my test results are positive, I shall not be considered further by "the company" for employment. I further understand and agree that should I be hired, that as an employee of "the company" I will be subject to random testing for controlled substances. I understand that if any of my tests are positive, that I will be terminated for cause.

I hereby authorize any physician, laboratory, hospital or medical professional retained by "the company" for screening purposes to conduct such screening and to provide the results to "the company." Further, I release "the company" and any person affiliated with "the company" and any such institution or person conducting the screening, from liability henceforth.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

APPLICANT’S CERTIFICATION AND AGREEMENT

In consideration of being employed with Alaska Tent & Tarp (“the Company”), I understand and agree to the following :

- 1. I certify that the information contained in this application is correct and truthful to the best of my knowledge. I understand that misrepresentation or omission of facts herein will disqualify me from the application process, or, if hired, I will be dismissed without any previous notice.
- 2. I hereby authorize and grant permission to the Company to investigate all information, contact all references, and to conduct a criminal background check. I authorize the Company to request and receive such information from any person(s) or organization(s) necessary to ascertain my qualifications and fitness for employment. I hereby release the Company and those person(s) and organization(s) contacted in this process from any liability as a result of such contacts and inquiries.
- 3. I understand that the Company has an “Anti Drug and Alcohol Policy” that provides for pre-employment urinalysis testing and random urinalysis testing after employment. I have agreed to participate in this mandatory program on the attached “Drug Testing Consent Form.” I also understand that employment may be based on the successful passing of job-related physical examinations by a Physician.
- 4. The needs of the employer may make the following conditions necessary: overtime, shift work, rotating work schedule, or a work schedule other than Monday – Friday.
- 5. I understand that all employment and compensation with the Company is “employment at will.” This means that employment with this Company is based on mutual consent and that both the Employee and the Company have the right and option to terminate “employment at will” without cause or notice, at any time. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, shall serve to create an actual or implied contract of employment.
- 6. If employed, I understand that the Company may unilaterally change or revise their policies, procedures and benefits, from time to time and that such changes may include reduction in staff and/or benefits.
- 7. I understand that my application is current and active for only three months. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

I have read and agree to the above and hereby certify that the facts I have provided in my employment application are true and complete.

Signature of applicant _____ Date: _____

Printed Name of Applicant: _____ Phone: _____

Thank you for completing this application and for your interest in our business.

Alaska Tent & Tarp is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications for the specific job, fitness based on background and reference checks and Pre-Employment Drug Screening. We select the most qualified applicant based on these criteria.