



# Alaska Conservation Foundation

## EMPLOYMENT APPLICATION

*ACF is an AT-Will Employer*

*ACF is an Equal Employment Opportunity Employer.*

**Directions:** Please complete all three (3) pages of the Employment Application, sign and date to receive full consideration. A resume must be attached but is not a substitute for completing this application.

### PERSONAL INFORMATION

1. Date			
2. Position Title		3. Email Address	
4. Last Name	5. First Name	6. Middle Initial	7. Other Names Used
8. Current Address		9. Telephone	
10. City/ State/ Zip		11. Business Phone	
12. Permanent Address (if different)			
13. Last four digits of social security number:		14. Driver's License (State, number, expiration date)	
15. Date available to begin work?		16. Salary desired	
17. May we contact and secure confidential reports on your job performance and skills from your: Former employer? Yes___ No___ Present employer? Yes___ No___ Other references? Yes___ No___			
18. Do you claim Veteran's Preference? Yes___ No___ If "yes", list dates of service and type of discharge:			
19. Have you ever been convicted of a felony? Yes___ No___ If "yes", list where, when and the crime:			
20. Have you ever been convicted of a misdemeanor within the last 5 years? Yes___ No___ If yes, list where, when and the crime:			
21. Have you ever been employed by the Alaska Conservation Foundation? Yes___ No___ If "yes", lists dates of when:			
22. Have you ever volunteered for the Alaska Conservation Foundation? Yes___ No___ If "yes", list dates of when:			
23. Are you authorized to be employed by the Alaska Conservation Foundation in the United States? Yes___ No___			
24. Under the provisions of the Immigration Reform and Control Act of 1986, do you understand that if hired, you will be required to provide documents verifying your identity and eligibility to work in the United States? Yes___ No___			
25. Family: List names of relatives who currently work for the Alaska Conservation Foundation:			



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### 26. EDUCATION

SCHOOL	NAME/LOCATION	COURSE OF STUDY	GRADUATE DATE	NO. YRS	DEGREE (B.A., B.S.)
a. GED					
b. HIGH SCHOOL					
c. VOCATIONAL/ TECHNICAL/BUSINESS					
d. COLLEGE UNDERGRAD.					
e. COLLEGE GRADUATE					
f. OTHER					

### 27. TECHNICAL SKILLS

a. Office Skills: List all software and data programs you are proficient in.

b. Management Skills: List management and business skills:

### 28. EMPLOYMENT RECORD. Please provide information below for your 4 most recent employers.

Company Name	Phone
Address	Type of Business
Supervisor Name and Title	Dates Employed
Job Title/ Duties/ Accomplishments	Reason for Leaving
Company Name	Phone
Address	Type of Business
Supervisor Name and Title	Dates Employed
Job Title/ Duties/ Accomplishments	Reason for Leaving



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Company Name	Phone
Address	Type of Business
Supervisor Name and Title	Dates Employed
Job Title/ Duties/ Accomplishments	Reason for Leaving
Company Name	Phone
Address	Type of Business
Supervisor Name and Title	Dates Employed
Job Title/ Duties/ Accomplishments	Reason for Leaving

**29. REFERENCES.** Please provide your three (3) most current business references.

a.	Name	Occupation	Phone
b.	Company/Organization		
c.	Address	City/State/Zip	
a.	Name	Occupation	Phone
b.	Company/Organization		
c.	Address	City/State/Zip	
a.	Name	Occupation	Phone
b.	Company/Organization		
c.	Address	City/State/Zip	



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I hereby declare that the information provided by me in this application is true, correct and complete to the best of my knowledge. I understand that if employed by ACF, any misstatement or omission of fact on this application may be grounds for dismissal. I further acknowledge that ACF may, at their discretion, conduct an official background check to verify the statements made in this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After all sections of this application have been completed, please submit this application to:  
All applicants are kept confidential.

**Alaska Conservation Foundation**

Human Resources Office  
911 West 8th Avenue, Suite 300  
Anchorage, Alaska 99501  
Telephone (907) 276-1917  
Fax (907) 274-4145  
[acfjobs@alaskaconservation.org](mailto:acfjobs@alaskaconservation.org)