



Employment Application

Visit Anchorage is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Applicant Information

| | | | |
|---|--------------------|-------------------------|---|
| Full Name: | | Date: | |
| <i>Last</i> | <i>First</i> | <i>M.I.</i> | |
| Address: | | | |
| <i>Street Address</i> | | <i>Apartment/Unit #</i> | |
| <i>City</i> | <i>State</i> | <i>ZIP Code</i> | |
| Phone: () | E-mail Address: | | |
| Date Available: | Desired Salary: \$ | | |
| Position Applied for: | Full Time | Part Time | Are you over 17 years old? YES NO |
| Are you legally eligible for employment in the United States? (If offered employment, you will be required to provide documentation to verify eligibility) | | | |
| Have you ever been employed or served as a volunteer at any Visit Anchorage (for any employer) facility of ACVB or Visit Anchorage? | | YES NO | If yes, please state name under which you were employed, the employer, and dates of employment: |

Education

| | | |
|--|--------------------------|-------------|
| High School(s): | City/State: | |
| Number of years completed: | Did you graduate? YES NO | YES NO |
| Degree: | | G.E.D.: |
| College(s): | City/State: | |
| Number of years completed: | Did you graduate? YES NO | YES NO |
| Degree: | | |
| Other Certification, Education, or Training and Degrees: | | City/State: |
| Did you graduate? YES NO | Degree: | |

Professional License or Membership

Please list relevant professional licenses you currently hold, and memberships in relevant professional organizations.

| | |
|---------------------------------|---------------------|
| License(s) Held: | Expiration Date(s): |
| State of Alaska License Number: | |
| Professional Memberships: | |

Computer Software & Hardware Skills

Briefly describe your skills and experience using the following software programs.

| | |
|----------------------|---------------------------|
| Word: | Excel: |
| PowerPoint: | Outlook: |
| Simpleview CRM: | MS Dynamics Great Plains: |
| Other Software Used: | |

Hardware Used:

How many words per minute do you type?

Previous Employment

Please list present/most recent employer first (attach additional sheets, if necessary) including U.S. Military Service, volunteer and intern positions if relevant. Do not state "see resume."

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your current/previous supervisor for a reference? YES NO

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job?

If yes, explain:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Applicant's Certification and Agreement

The undersigned authorizes Visit Anchorage or its representative to contact the individuals I have identified above as references. I authorize and direct each such reference to disclose to Visit Anchorage any and all information regarding me and/or my employment, including, but not limited to information about my job performance, attitude, skills, personality, character, experience, education, training, duties, wages, attendance, punctuality, discipline, strengths, weaknesses, evaluations, terminations, whether I would be rehired, and all other matters whatsoever regarding me and/or my employment. I hereby release and will hold Visit Anchorage harmless from any and all liability of whatever kind and nature, which at anytime could result from obtaining or using such information for employment decisions.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Visit Anchorage. However, I further understand that neither the policies, rules, or regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Visit Anchorage may terminate my employment at any time with or without notice or cause.

I understand I may be immediately terminated for false statements or omission of facts called for on this application.

Signature:

Date:

**This application for employment is good for 90 days only.
Consideration for employment after 90 days requires a new application.**