

Note to Applicants: DO NOT ANSWER THE FOLLOWING UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you applied?

Yes No

II. EDUCATIONAL HISTORY

<u>Name and Address of School</u>	<u>Course of Study</u>	<u>No. of Yrs. Completed</u>	<u>Degree/Diploma</u>
High School		/	/
College		/	/
Graduate College		/	/
Technical Training		/	/
List current Professional Licenses, Certificates, Registrations			

III. EMPLOYMENT RECORD

Please include all employment for **the last five years beginning with the most recent**. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected classes.

1. _____ / _____
Company Name (Current or Most Recent Employer) Position(s) Held

_____ Dates Employed: _____ - _____
Address (mm/yy) From To

_____ / _____
Manager / Supervisor Telephone Wage/Salary

Duties/Responsibilities: (limited to 1200 characters)

Reason For Leaving _____

May We Contact? Yes No

IV. SPECIAL SKILLS

1. List any foreign languages that you speak, write, or understand:

2. List the types of computer hardware and software, other electronic or mechanical equipment that you are qualified to operate or repair:

_____ Typing Speed: _____ WPM

V. REFERENCES *Please do not include relatives or former employers listed elsewhere on this application.*

Use additional paper, if necessary..

1. _____ / _____ / _____ /

2. _____ / _____ / _____ /

3. _____ / _____ / _____ /

CERTIFICATION - IMPORTANT - PLEASE READ & INITIAL BEFORE SIGNING

I certify that the information I have entered on this form is true, accurate, and complete to the best of my knowledge.

_____ initials

I authorize the Alaska SeaLife Center, or its authorized agents, to thoroughly investigate my references, work records, education, and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose all letters, reports, and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the Alaska SeaLife Center, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ initials

I have read the minimum qualifications for this job and believe that I am qualified. I understand that if I conceal or enter false information on this form, my name may be removed from consideration and I may be removed from employment with the Alaska SeaLife Center; that the information in this application may be released by the Alaska SeaLife Center in accordance with applicable law, and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature.

_____ initials

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Alaska SeaLife Center is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause, with or without notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically

authorized by the Board of Directors and is stated in a contract signed by the Board President or the Executive Director.

_____ initials

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Alaska driver's license and understand that I may be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by the ASLC's auto insurance carrier, if required for my position.

_____ initials

If necessary for employment, you may be required to: supply your passport, birth certificate, social security card, or other proof of authorization to work in the U.S., have a physical examination and/or drug test, provide a criminal background report/release, or sign a conflict of interest agreement and abide by its terms.

_____ initials

I understand and agree to the information shown above:

Signature

Date

Submit application to: Alaska SeaLife Center, Human Resources, PO Box 1329, Seward, AK 99664-1329

VOLUNTARY AFFIRMATIVE ACTION INFORMATION

Completion of the following information is voluntary.

The Alaska SeaLife Center is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any unlawful basis including age, sex, color, race, creed, parenthood, national origin, religious persuasion, marital status, political belief, or disability.

In an effort to comply with requirements regarding government record keeping, reporting, and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Position(s) Applying For: _____ Date: _____

/ /
Last Name First Name Middle Name

Mailing Address City State Zip

Male Female

Please mark one of the following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander Multinational
(having parents of different races)