

AHFC Standard Employment Application

Alaska Housing Finance Corporation
 Human Resources
jobs@ahfc.us
 Fax: 907-338-7940

(This section for official use only)

Received: _____

Answer all questions with response. Your application may not be considered if incomplete.
 If you require more space to complete your answers, attach additional pages as needed.

Job Information

Job Posting #:	Job Title:
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Contact Information

First Name:	MI:	Last Name:
Mailing Address:		
Primary Phone:	Alternate Phone:	**Email Address REQUIRED:
Which Method Do You Prefer To Be Notified About Your Application Status? <input type="checkbox"/> Email <input type="checkbox"/> Paper		

Education - High School

Did you graduate from high school or receive a G.E.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
School Name:	City, State:

Education - College/University

School Name:	City, State:
Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:
Major:	<input type="checkbox"/> Semester <input type="checkbox"/> Quarter: # of units completed:
School Name:	City, State:
Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:
Major:	<input type="checkbox"/> Semester <input type="checkbox"/> Quarter: # of units completed:

Driver's License Information

If the position involves driving, do you have a valid license? <input type="checkbox"/> Yes <input type="checkbox"/> No	State Issued:	DL#:
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Certificates & Licenses

Type:	Date Issued (M/YR):	Expiration Date (M/YR):
License Number:	Issuing Agency:	
Type:	Date Issued (M/YR):	Expiration Date (M/YR):
License Number:	Issuing Agency:	

Work History		
Dates From - To:	Employer:	
Address City, ST:	Company Website:	
Supervisor Name:	Supervisor Title:	Phone Number:
Position Title:	Monthly Salary:	Hours Worked Per Week:
Duties:		
Reason for leaving:		

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Address City, ST:	Company Website:	
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Position Title:	Monthly Salary:	Hours Worked Per Week:
Duties:		
Reason for leaving:		
***If you need more than 4 WORK HISTORY spaces, add additional pages ***		

Additional Information
Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous.

References			
Please list references you wish to include (Personal/Professional). Please include: Name, title, phone number, and email.			
Name	Title	Phone	Email

Agency Wide Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position "TO WHICH" you are applying for to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. **You must answer all questions.**

1. Are you a resident of Public Housing? Yes No

2. Can you provide legal documentation establishing your identity and eligibility to be legally employed in the US? Yes No

3. If you are a man ages 18 through 25 and living in the U.S. you are required to register with Selective Service. It's the law. You may be denied employment if you have not registered. Have you complied with this requirement?
 Yes, I have registered with Selective Service or I am not required to register.
 No, I am required to register with Selective Service but have not yet done so.

4. Have you ever been employed by Alaska Housing Finance Corporation or any of its affiliates? Yes No

5. Are you related to any person currently working for AHFC? Yes No
Note: All applicants are required to disclose this information. State Policy prohibits employees from being in an employment relationship with an immediate family member, including a conjugal relationship that is not a legal marriage or with an individual who is related within and including the second degree of kindred.

If you answer "Yes", you must disclose the employee's name and your relationship.

Felony Convictions & Misdemeanors

6. Have you ever been convicted of a felony? Yes No

7. Have you been convicted of a misdemeanor within the past five (5) years? Yes No

- A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with AHFC.
- Note: For purposes of application with AHFC this includes **all** convictions, even if you have received and/or completed a Suspended Imposition of Sentence, and even if the conviction has been set aside or expunged.
- You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with AHFC.
- If you are selected to advance to the interview phase you will need to provide a copy of your judgment when asked. The judgment will be used to determine if there is a nexus to the position prior to advancement.

8. Veterans' Preference: Affirmative Action Notice to Veterans: The State of Alaska awards a hiring preference to qualified veteran applicants in accordance with Alaska Statute 39.25.159. This preference applies to qualified applicants who apply for positions open to "Alaska Residents Only" or "All Applicants." AHFC asks applicants to VOLUNTARILY disclose their veteran status. Disclosure is not required. If a veteran does not disclose his or her veteran status, no adverse action is taken. The information is used solely for affirmative action purposes and is confidential.

9. Veteran/Alaska National Guard: Are you a veteran or member of the Alaska National Guard? Yes No

- If "No" please proceed to the Equal Employment Opportunity Survey below.
- If "Yes" you must answer this question and "Yes" to one of the following TWO questions to receive the employment preference.

10. Are you a veteran or a member of the National Guard as described by either option "A" "B" No

A. Veteran is defined in Alaska Statute as:

- A person with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served during any period:
- Between April 6, 1917 and December 1, 1919, between September 16, 1940 and December 31, 1947, or between June 27, 1950 and October 14, 1976, between August 2, 1990, and January 2, 1992, beginning September 11, 2001, and ending on the day prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom, or during

any time period listed in 5 U.S.C. 2108(1); or

- In which the person was awarded a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action.
 - Who served 181 days or more in the Alaska Territorial Guard.
- B.** Member of the National Guard means a person who is presently serving as a member of the Alaska National Guard and who has at least eight years of service in the Alaska National Guard.

11. Are you a disabled veteran or former prisoner of war as described below? Yes No

- Do you certify that you are a disabled veteran or former prisoner of war as described in this section, and therefore entitled to this employment preference?
- Disabled veteran means a veteran who is entitled to compensation under laws administered by the U. S. Department of Veterans Affairs, a person who was honorably discharged or released from active duty because of a service-connected disability, or a person who was disabled in the line of duty while serving in the Alaska Territorial Guard.

Background Check & Drug Testing

12. As a condition of employment with Alaska Housing Finance Corporation, if you are offered employment, are you willing to undergo a criminal background and employment reference check? Yes No

- Note – The existence of a criminal history will not automatically disqualify you from the job you are applying for. For applicants in the state of Hawaii, a criminal background check will not be conducted until after a conditional offer of employment has been extended.

13. As part of the hiring process, applicants who receive an offer of employment may be asked to submit to a screening test to detect the presence of drugs (marijuana, opiates, cocaine, phencyclidine (PCP), and amphetamines) and/or alcohol or their metabolites.

- Offers of employment are conditional on a negative result. If you are asked to submit to a drug/alcohol test and you refuse to be tested, or you do not pass, Alaska Housing Finance Corporation will revoke any offer of employment. All drug/alcohol tests will be conducted in accordance with applicable federal and state law and be done through urinalysis and/or breathe alcohol screening. Therapeutic levels of medically-prescribed drugs will not be reported. If you would like a copy of this policy, please see the hiring manager.

14. As a condition of employment with Alaska Housing Finance Corporation, if you are offered employment, are you willing to submit to a drug screening test? Yes No

Applicant Declarations

Please read carefully before submitting this document:

I *certify* the information I have entered on this form is true to the best of my knowledge. I understand if I conceal or enter false information on this form, my name may be removed from consideration for a job, or I may be removed from my job, if hired. I understand the information in this profile may be released in an authorized legal investigation; and before I am hired I will be required to sign an official Form certifying these statements are true. I agree that AHFC, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information.

The application, any supplemental questions answered, and any required documentation must be submitted, **prior to the position closing**, to: jobs@ahfc.us

The Alaska Housing Finance Corporation complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please contact Human Resources.

Contact AHFC Human Resources:

Phone: 1-800-478-2432 or 907-338-6100

Fax: 907-338-7940

Email: jobs@ahfc.us

AHFC IS AN EQUAL OPPORTUNITY EMPLOYEE

Name First Last: _____

Signature of Applicant: _____

Date: _____

15. How did you learn of this job opening? (Check all that apply)

- Internet Job Board
- Newspaper
- Advertisement
- Walked in to apply
- I was referred by a current or former employee
- I am a former employee
- anchorage.employers@alaska.gov
- Elmendorf Base
- Other

If you answered "Other" to the question above or have any additional specific information regarding this topic please enter your response here.

Equal Employment Opportunity Survey / Applicant Demographic Information.

Important Note: Your privacy is protected. Your voluntary responses are treated in a highly CONFIDENTIAL manner. Your answers are NOT released to the hiring manager or hiring panel. The information is visible only to Human Resource staff, consistent with State and Federal equal employment opportunity laws.

16. What is your Sex? Female Male

17. What is your date of birth? mm/dd/yyyy:

18. What is your race/ethnicity?

Note: Please select the one category with which you most identify.

- Alaska Native** - All persons having origins in any of the original peoples of Alaska and who maintain cultural identification through tribal affiliation or community attachment. The term "Alaska Native" represents many separate groups of people with distinct ethnic and cultures throughout Alaska. Alaska Native peoples include Inupiaq, Yup'ik/Cup'ik, Alutiiq, Aleut, Eyak, Athabaskan (comprising eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.
- African American/Black** (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- American Indian/Native American** - All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The term "American Indian/Native American" represents many separate groups of people with distinct ethnic and cultures throughout the lower 48.
- Asian or Pacific Islander** - "Asian" refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. "Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.
- Hispanic/Latino** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White/Caucasian** (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.