



# Rural Alaska Fuel Services Employment Application

**Personal Information** – Incomplete information could disqualify you from further consideration.

**Name:** (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip code) \_\_\_\_\_

**Phone #:** (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Message) \_\_\_\_\_

**Email:** \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ (for background check purposes)    Are you eligible to work in the U.S?    Yes    No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)    Yes    No

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?    Yes    No  
(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

**If yes,** please provide details (dates and location for all convictions) \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer?    Yes    No

**If yes,** please provide company names and details \_\_\_\_\_

Can you work any shift?    Yes    No                      Can you work overtime, including weekends?    Yes    No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?    Yes    No

EDUCATIONAL BACKGROUND	Name of school and location	No. of years Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Graduate or Higher				
Trade, Business or Correspondence School				

**Employment Desired** – Incomplete information could disqualify you from further consideration.

Date you can start: \_\_\_\_\_                      Hourly Rate/Salary desired: \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?    Yes    No                      If so may we inquire of your present employer?    Yes    No



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**Referral Source** – Incomplete information could disqualify you from further consideration.

How did you hear about us? \_\_\_\_\_

Have you ever worked for this company before?    Yes    No

**If yes**, when? \_\_\_\_\_

Do you know anyone who works for our company?    Yes    No

**If yes**, who? \_\_\_\_\_

**Employment History** – Incomplete information could disqualify you from further consideration.

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach a separate sheet of paper if necessary.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

From	To	Employer Name	Telephone
Job Title		Address	
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**Skills** – Incomplete information could disqualify you from further consideration.

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for?

If yes, what are they? \_\_\_\_\_  
\_\_\_\_\_

Computer Skills (please describe): \_\_\_\_\_  
\_\_\_\_\_

**References** - Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Equal Opportunity Statement** – Please read carefully before signing.

Rural Alaska Fuel Services, Inc. (RAFS) is an equal opportunity employer. RAFS does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for RAFS to hire me. If I am hired, I understand that either RAFS or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of RAFS has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to RAFS true and complete information on this application. No requested information has been concealed. I authorize RAFS to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE**