



## EMPLOYMENT APPLICATION

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

List your top 3 selections for the jobs listed on the job descriptions page:

\_\_\_\_\_  
\_\_\_\_\_

1) Please describe why you are interested in working for our company:

\_\_\_\_\_  
\_\_\_\_\_

2) Based on the positions you are interested in, describe your previous relevant experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) List any of your talents, skills, licenses, etc. that will be valid through September of the season, which may be of value to our company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Have you ever been convicted of any crime (excluding minor traffic violations) including driving under the influence of drugs or alcohol?

Yes  No If yes, describe: \_\_\_\_\_

\_\_\_\_\_

5) How long have you been a licensed driver? \_\_\_\_\_ (Years / Months)

6) Do you have an Alaska Driver's License?  Yes  No If no, are you willing to acquire one?  Yes  No

Do you have an CDL? If no, are you willing to acquire one?  Yes  No

If yes, please check all that apply:  Class A  Class B  Air Brake Endorsement  Passenger Endorsement

7) What are the maximum dates you will be available for employment during the current season? From: \_\_\_\_\_ To: \_\_\_\_\_

Is there any reason these dates may change?  Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8) If relocating for the summer, will you have sufficient funds to support yourself until your first paycheck? (Usually 30 days)  Yes  No

9) ATA may be arranging housing in some locations. Are you interested in this assistance?  Yes  No

(Monthly rent will be deducted from your paycheck)

10) Who should be contacted in case of emergency?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

11) Are there any days or hours you would be unable or unwilling to work?  Yes  No

If yes, please list: \_\_\_\_\_

**12)** Please provide one personal reference:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

## EMPLOYMENT HISTORY

**13)** Please provide information from your three most recent employers.

*\*Note: Applications with complete and accurate information (phone numbers, email, etc.) will be given priority.*

**(1)** Business: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_

May we contact?  Yes  No

Phone: \_\_\_\_\_

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

Ending Salary: \$ \_\_\_\_\_  Year  Month  Hour

List Position/ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**(2)** Business: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_

May we contact?  Yes  No

Phone: \_\_\_\_\_

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

Ending Salary: \$ \_\_\_\_\_  Year  Month  Hour

List Position/ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**(3)** Business: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employed From: \_\_\_\_\_ to \_\_\_\_\_

May we contact?  Yes  No

Phone: \_\_\_\_\_

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

Ending Salary: \$ \_\_\_\_\_  Year  Month  Hour

List Position/ Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**14)** How much time have you spent in Alaska and doing what? \_\_\_\_\_

**15)** Do you speak a foreign language?  Yes  No If yes, which language(s) and how well? \_\_\_\_\_

**16)** Do you have First Aid Certification that will be valid through September of the season?  Yes  No

If yes, which of the following do you have?  CPR  Basic  Advanced  EMT

**17)** Pay rates have been established for all positions. Please list the minimum earnings you would require to consider employment with ATA.

We will try to offer only positions that exceed your minimum earning requirement. I must earn \$ \_\_\_\_\_ per month (before taxes) this season.

18) Please check the highest level of education completed or years attended:

Junior High    High School    College    Post College    Other \_\_\_\_\_

**\*Note:** The following questions are not criteria for employment for all jobs, but many positions require substantial physical effort or have minimum age requirements.

19) Are you over the age of:    18    21    25

20) What physical activities do you participate in on a regular basis? \_\_\_\_\_  
\_\_\_\_\_

21) Some positions require physical exams and/or drug screening. Are you willing to take both if required?    Yes    No

22) Have you ever been injured on the job?    Yes    No

If yes, please list nature and cause of the injury, date and employer: \_\_\_\_\_

23) Do you have any physical limitations or conditions that would restrict your ability to perform strenuous physical labor?    Yes    No

If yes, what? \_\_\_\_\_

24) Have you ever experienced back trouble of any nature, or been told by a physician not to lift heavy objects?

Yes    No   If yes, explain in detail: \_\_\_\_\_

25) What is your height? \_\_\_\_\_ (feet/inches)   Weight? \_\_\_\_\_

26) How did you hear about employment opportunities with ATA? \_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS:**

- 1) I authorize the persons, employers, and any other organization named by me in the Employment Experience section of this application to provide ATA with information required to arrive at an employment decision. I will not hold them liable for an honest review of my performance.
- 2) I understand and agree that: a) The information I have provided is accurate to the best of my knowledge. b) A misrepresentation or omission of fact in this application may be grounds for refusal of employment or employment termination. c) Business needs require overtime hours, work schedules other than Monday through Friday, and rotating schedules. 3) I understand that nothing in this employment packet nor the granting of any follow-up interviews is intended to create an employment agreement between myself and ATA. No promises regarding any employment have been made to me and I understand that any such agreement may not be entered into without prior consent from the COO of Alaska Travel Adventures, Inc. 4) I understand that to be considered for employment, I must be willing to comply with company policies and regulations which will be outlined by my supervisor or in an employee handbook which will be given to me.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_ *Signature and date are required*

*Alaska Travel Adventures, Inc. is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, handicap or veteran status. No question on this application is intended to be used for such discrimination.*

This is a generic Alaska Travel Adventures application form and is used for all positions. Many of the jobs available at ATA require substantial physical activity. Applicants must be in good physical condition in order to perform the duties expected. Additionally, applicants for some positions must meet specific age requirements. This is due to insurance limitations and the regulations of the U.S. Dept. of Transportation, Alaska Dept. of Labor, and the Alcoholic Beverage Control Board. Please complete all sections necessary for the positions that you are applying for. Feel free to leave any section blank that does not apply. All positions are subject to random drug testing. Alaska Travel Adventures does not require that items such as resumes, photographs, additional references, etc., be submitted. However, please feel free to provide them if you feel it is pertinent to the position you are applying for.