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Yukon Koyukuk Elder Assisted Living Facility

August 21, 2018

RE: YKEALF EMPLOYMENT APPLICATION AND PROCEDURE

Thank you for considering YKEALF for your employment needs. I think we are a very rewarding place to work. It's a place where we "Honor our Elders by providing safe and loving care in a clean and culturally sensitive home."

Please be neat and thorough when completing your application, which consists of an employment application, a ROI, and Background Check Information. Be sure to:

- list at least 3 and preferably 5 references of individuals unrelated to you; 2 of them must be people who you have or had a professional relationship with, i.e. a teacher, employer or colleague; and
- list all your previous employment, including volunteer work and especially if you volunteered to help an elder, even your grandparents/parents.

You will be required to provide documentation that you are free of Tuberculosis. You can submit that documentation with your application if you prefer. However, we can wait until you are offered a position.

One of the first things we need to do is get a clearance from the State on your background history. You will need to provide two sets of finger prints (just incase one is too light or smudged). I will use that to run your clearance. Once I get a clearance and authorization to hire from the State, I will contact your references, maybe previous employers unless you indicate not, and then set up an interview with you.

Again, thank you for considering YKEALF for your employment needs.

Sincerely

Agnes Sweetsir
ALH Administrator

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*"Honoring our elders by providing safe and
compassionate care and support in a culturally sensitive
home."*

YUKON KOYUKUK ELDER ASSISTED LIVING FACILITY

Employment Application

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Physical Address			Box	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Social Security No.	DOB	
Position Applied for				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Do you have any special licenses or certifications?	CNA <input type="checkbox"/>	Other:		

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES

PLEASE LIST 2 EMPLOYER AND 3 CHARACTER REFERENCE UNRELATED TO YOU

Full Name	Relationship
Company Address	Phone ()
Full Name	Relationship
Company Address	Phone ()
Full Name	Relationship
Company Address	Phone ()
Full Name	Relationship
Company Address	Phone ()
Full Name	Relationship
Company Address	Phone ()

PREVIOUS EMPLOYMENT; INCLUDING VOLUNTEER WORK

Company

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

Company

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

Company

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 **MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Background Check Information

Full Name: _____ SSAN _____

Drivers License _____ State Issued _____

DOB _____ Place of Birth _____ Gender _____

Height _____ Wt _____ Eye Color _____ Hair Color _____

Ethnicity _____ US Citizen (Y or N) _____

Other or previous names & explanation _____

Current **PHYSICAL** Address & date moved there _____

Current Mailing address _____

Other addresses you resided at the last 10 years:

Address, City & State	Date moved to	Date moved out

Phone numbers: (Home, Work, Cell, Message)

Email address _____

Signature and Date: _____