



Application for Employment

Application for Employment

First National Bank Alaska
Human Resources Department
1751 Gambell Street,
Ste. 229, P.O. Box 100720
Anchorage, AK 99510-0720

FNBAalaskajobs.com

For HR USE ONLY

Requisition Number	Applicant Number	
Former Employee Data		
Date Forwarded to Supervisor		

Job Line:
907-777-3470 Anchorage/Eagle River
1-877-360-3470 other communities/Canada
FAX: **907-777-4304**

Applications are accepted only for positions that are currently open and posted on our Job Line or Website. Please complete all areas of this application. A separate application is necessary for each position for which you are applying. Please return completed application(s) to the address above or to your nearest branch.

Application Date	Social Security Number	Position For Which Applying	
Last Name	First Name	Middle Initial	
Preferred Name	Previous Name (if applicable)		
Primary Phone	Alternate Phone	E-Mail Address	
Mailing Address	City	State	Zip Code
Physical Address	City	State	Zip Code

Please Note:
Before employment, you will be asked to complete an I-9 Form for Employment Eligibility Verification.

Are you 18 or older?
 Yes No

Are you eligible to work in the U.S.?
 Yes No

Are you willing to travel?
 Yes No

Are you willing to relocate within the state of Alaska?
 Yes No

Do you have relatives employed by FNBA?
 Yes No

If yes, please provide names.

Have you been previously employed by FNBA?
 Yes No

If yes, when were you employed?

Have you ever applied for a position at this bank?
 Yes No

If yes, please indicate dates.

May we contact your present employer?
 Yes No NA

Referral Source

- Job Posting Newspaper Job Line Agency
 Employee Referral Job Fair Internet _____
Employee Name _____ Other _____

Type of Employment Preferred (check one in A and B)

- A** Regular Temporary Either
B FullTime PartTime Either

Desired Work Days

- Mon Tues Wed Thurs Fri Sat Sun

Desired Start Date

Desired Number of Hours Per Week

Minimum Acceptable Pay Rate: Amount _____ per HR MO YR

Desired Location: First Choice _____ Second Choice _____

Do you have a valid Alaska drivers license?

- Yes No

Some positions require a valid Alaska license. A license, however, is not required for application.

Have you ever been convicted of a criminal offense involving dishonesty or a breach of trust? In the event you are hired, your fingerprints will be used to check the criminal history records of the FBI.

- Yes No If yes, please explain.

Have you ever been fired, suspended or allowed to resign for cause?

- Yes No If yes, please explain.



Printed Name: _____

General Office Skills

Typing/ Keyboarding Speed _____ WPM	Please check if the following skills apply. <input type="checkbox"/> Filing 10-Key/Calculator by <input type="checkbox"/> Sight <input type="checkbox"/> Touch	List other applicable office skills. _____ _____
--	--	--

Office Software Skills

Word Processing <input type="checkbox"/> Word <input type="checkbox"/> Other	Describe any specialized training, apprenticeship, skills, extra-curricular activities or other relevant information. _____ _____ _____ _____ _____ _____ _____
Spreadsheet <input type="checkbox"/> Excel <input type="checkbox"/> Other	
Presentation Managers <input type="checkbox"/> Powerpoint <input type="checkbox"/> Other	
Database <input type="checkbox"/> Access <input type="checkbox"/> SQL <input type="checkbox"/> Other	
Schedulers/E-Mail <input type="checkbox"/> Outlook <input type="checkbox"/> Other	
Internet <input type="checkbox"/> Internet Explorer <input type="checkbox"/> Other	
Describe any job-related training received in the United States military. _____ _____	

Education *Transcripts may be required*

	Degree/Diploma/ Certification	#Yrs. Attended	Graduated	Major	GPA	School Name	State
High School/ GED			<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Technical School			<input type="checkbox"/> Yes <input type="checkbox"/> No				

Degree Legend:

NG Non Graduate	ABA Associate of Business Admin	BSL Bachelor of Science-Law	MEE Master of Electrical Engineering
HS High School Graduate	AE Associate of Engineering	BT Bachelor of Theology	MS Master of Science
DIP GED Diploma	AS Associate of Science	MA Master of Arts	MSL Master of Science-Law
CER Certificate	BA Bachelor of Arts	MBA Master of Business Admin	MT Master of Theology
SEC Secretarial	BBA Bachelor of Business	MCE Master of Civil Engineering	PHD Doctor of Philosophy
TS Trade School	BE Bachelor of Engineering	MDI Master of Divinity	JD Juris Doctor
RN Registered Nurse	BFA Bachelor of Fine Arts	ME Master of Engineering	PHS Doctor of Science
AA Associate of Arts	BS Bachelor of Science	MED Master of Education	PHE Doctor of Engineering
AAS Associate of Applied Science			

Honors

Date Received	Honor or Award	Grantor

Licenses and Certifications

License Certification Code <i>Internal use only</i>	License Certification Number	Date Issued	Issued by	Expiration/ Recertification Date	State Issued in	License Verified <i>Internal use only</i>	Renewal in Progress <i>Internal use only</i>
						<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Professional Memberships

Organization	Membership Date	Organization	Membership Date

Printed Name: _____

Starting with the present or most recent, list previous employers regardless of position or length of employment. **Do not reply refer to resume.** If you were not employed please explain that period of time (i.e. school, stayed home, volunteer work). More space is provided on page 6 for additional work history, or attach information with your signature.

Employment History *Most recent first*

From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			

From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			

From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			

From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			

Printed Name: _____

Please read before signing:

It is the policy of First National Bank Alaska to provide equal opportunity in employment to all employees and applicants and to recruit, hire, train, and promote persons in all job titles, without regard to race, religion, color, sex, age, national origin, genetic information, pregnancy, childbirth or related medical condition, parenthood, marital status or changes in marital status and without discrimination or unlawful harassment against any disabled person or covered veteran afforded protection under applicable federal, state and local laws.

The policy of First National Bank Alaska prohibits retaliation against a person who files a charge or complains of discrimination, participates in a discrimination investigation or proceeding or otherwise opposes an unlawful or prohibited practice.

A workplace with drugs is dangerous for user and non-user alike. It is the policy of First National Bank Alaska that the manufacturing, distribution, dispensation, possession or use without a prescription of a controlled substance on bank premises is prohibited. Any employee who is convicted of violating any criminal drug statute must notify management as soon as possible, and in any event, within five days after such conviction. An employee's failure to appropriately notify management or for drug abuse violations on bank premises, or any other drug and alcohol abuse, may result in the disciplinary action, up to and including termination of employment.

_____ *Please initial here*

: In the event of my employment with
 : *the bank*, I will comply with all rules,
 : procedures, and regulations
 : including those rules, procedures
 : and regulations set forth in *the*
 : *bank's* employee handbook or other
 : communications distributed to me. I
 : understand the furnishing of any
 : misleading or incorrect information
 : will render this application void in
 : the event of my employment and
 : may result in immediate termina-
 : tion regardless of when *the bank*
 : discovers the misleading or incor-
 : rect information. I authorize investi-
 : gation by First National Bank Alaska
 : of all statements contained in this
 : application for employment as may
 : be necessary in arriving at an
 : employment decision. I further
 : authorize First National Bank Alaska
 : to contact any references I have
 : listed. I hereby release First National
 : Bank Alaska and any and all of my
 : former employer(s), individual(s),
 : and/or business(es) who provide
 : references for me from any and all
 : liability associated with their
 : provisions of references for me.

_____ *Please initial here*

: I authorize the bank to supply my
 : employment record, in whole or in
 : part, and in confidence, to any
 : prospective employer, government
 : agency or other party, with legal and
 : proper interests. I understand and
 : agree the bank may terminate my
 : employment at any time without
 : prior notice or liability of any kind,
 : except for wages and accrued
 : benefits earned and unpaid at the
 : time of such termination. It is further
 : understood this "at will" employ-
 : ment relationship may not be
 : changed by any written document
 : or conduct unless such change is
 : specifically authorized by the
 : affirmative act of the board of
 : directors of First National
 : Bank Alaska.

: I further understand submitting this
 : application to First National Bank
 : Alaska does not imply an interview
 : will be conducted or I will
 : be employed.

: I certify all statements made by me
 : on this application are true and
 : complete to the best of my knowl-
 : edge and I have withheld nothing
 : that would, if disclosed, unfavorably
 : affect this application.

_____ *Please initial here*

**I hereby acknowledge I have read
and understand the above statements.**

_____ Signature of Applicant

_____ Date

Reference Letter: Former Employer

Please read before signing:

I have submitted an application to First National Bank Alaska for employment.

I request and authorize all past and present employers listed on my application to release the information requested below by First National Bank Alaska concerning my employment record. Copies of this authorization may be used.

I hereby release you and all individuals or persons connected herewith from all liability or damage whatsoever incurred in furnishing such information.

Name(s) used with past employer(s) _____

Social Security number _____

Date _____ Signature _____

(Applicant: Do not write below this line)

Company name: _____ Phone number: (_____) _____ - _____

Employee title:

Full time Part-time

Dates of employment:

Salary:

Reason for job departure:

Main duties:

Performance:

Technical skills (keyboarding, 10-key, PC, etc.):

Eligible for rehire: Yes No

Other comments:

Violence or dishonesty issues we should be aware of: Yes No

Company's representative's name: _____

Company's representative's title: _____

Signature: _____ Date: _____

**Please fax your response to 907/ 777-4304.
Thank you. We appreciate your time.**

Employment history continued from page 3

Employment History *Most recent first*

From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			
From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			
From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			
From (mm/dd/yy)	Employer Name	Job Title	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
To (mm/dd/yy)	Address City State	Job Duties / Responsibilities	
Starting Salary	Supervisor's Name		
Ending Salary	Phone Number	FAX	
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason For Leaving		
If you were asked to leave, please explain.			



An Equal Opportunity and Affirmative Action Employer

It is the policy of First National Bank Alaska to provide equal opportunity in employment to all employees and applicants and to recruit, hire, train, and promote persons in all job titles, without regard to race, religion, color, sex, age, national origin, genetic information, pregnancy, childbirth or related medical condition, parenthood, marital status or changes in marital status and without discrimination or unlawful harassment against any disabled person or covered veteran afforded protection under applicable federal, state and local laws.

The policy of First National Bank Alaska prohibits retaliation against a person who files a charge or complains of discrimination, participates in a discrimination investigation or proceeding or otherwise opposes an unlawful or prohibited practice.

THIS DATA WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE APPLICATION

Please provide the following REQUIRED INFORMATION

Last name	First name	MI
Today's date	Position for which applying	

The following information is VOLUNTARY

Age 18 or older? Yes No **Male** **Female**

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their gender, race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

The federal government requires this employer to make a good faith effort to identify the gender, race and ethnicity of each applicant. If you choose not to self-identify your gender, race or ethnicity at this time, this employer may determine this information by visual identification and/or other available information. All information will be reported in the same seven race/ethnicity categories identified below.

Choose the category with which you most identify:

- Hispanic or Latino** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White** (not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** (not Hispanic or Latino): a person having origins in any of the black racial groups of Africa.
- Asian** (not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander** (not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaska Native** (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races** (not Hispanic or Latino)