

FOR OFFICE USE ONLY	
Position _____	
Department _____	
Date To Start _____	
Shift _____	
Salary/Wage _____	
Union? _____ Uniform? _____	
HCC _____ HIC _____ VRC _____	
SIGNATURE OF HIRING MANAGER _____	



Application For Employment

(Applications will remain active for 60 days only)

_____ Date

EMPLOYMENT WILL ALSO BE BASED ON THE ABILITY TO PASS A DRUG TEST, EXCLUDING MARIJUANA.

Do you have a Social Security number? ☐ Yes ☐ No _____ / _____ / _____
 1st Job Choice 2nd Job Choice 3rd Job Choice

Last Name First Name Initial Telephone Number

Number Street City State Zip Message Phone

Date Available for Work _____ Full Time ☐ Part Time ☐ Temporary ☐ Perm ☐ Days ☐ Nights ☐ Shifts ☐

**NOTE: NO QUESTIONS ON THIS FORM ARE INTENDED TO DISCRIMINATE. WE ARE AN EQUAL OPPORTUNITY
EMPLOYER AND WILL HIRE ON THE ABILITY AND/OR THE DESIRE TO PERFORM THE JOB WELL.**

Are you 21 years of age or older? _____ If no, Date of Birth _____

Are you certified in Alcohol Management in the State of Alaska? _____ If yes, Expiration Date _____

Are you certified in Sanitation Management? _____ If yes, Expiration Date _____

If not a U.S. citizen, do you have a valid work permit? _____ (Proof will be requested if hired.)

Have you ever worked for the Hotel Captain Cook or Hickel Investment Company? _____ If yes, when? _____

What position? _____

List any relatives currently employed with the Hotel Captain Cook/Hickel Investment, and state relationship: _____

EDUCATION

Circle Last Year Completed:

Elementary 5 6 7 8

High School 9 10 11 12 Did you graduate? _____

College 1 2 3 4 Did you graduate? _____

Name and Address of High School

Name(s) and Address(es) of College(s)

(1) _____

(2) _____

(3) _____

Majors _____ Degrees Earned _____

Describe any other training or education: _____

Equipment or office machines you can operate: _____

Typing speed (wpm): _____

Special skills: _____

Languages spoken: _____

Current certificate of First Aid Training or CPR? _____

MILITARY SERVICE

From: _____ To: _____ Branch _____ Duty/Training _____

PLEASE READ CAREFULLY – WRITE CLEARLY – ANSWER ALL QUESTIONS

MOST RECENT COMPANY NAME		TELEPHONE () -	
STREET	CITY	STATE	ZIP
NAME OF SUPERVISOR		POSITION YOU HELD	
DESCRIBE YOUR JOB DUTIES		RATE OF PAY STARTING ENDING	
		REASON FOR LEAVING	
		YOUR NAME WHEN YOU WORKED THERE:	

2	COMPANY NAME		TELEPHONE () -
	STREET	CITY	STATE
	ZIP		EMPLOYED (MONTH AND YEAR) FROM TO
	NAME OF SUPERVISOR	POSITION YOU HELD	
	RATE OF PAY STARTING ENDING		
DESCRIBE YOUR JOB DUTIES		REASON FOR LEAVING	
		YOUR NAME WHEN YOU WORKED THERE:	

COMPANY NAME		TELEPHONE () -
STREET	CITY	STATE
ZIP		EMPLOYED (MONTH AND YEAR) FROM TO
NAME OF SUPERVISOR	POSITION YOU HELD	
RATE OF PAY STARTING ENDING		
DESCRIBE YOUR JOB DUTIES		REASON FOR LEAVING
		YOUR NAME WHEN YOU WORKED THERE:

COMPANY NAME		TELEPHONE () -	
STREET	CITY	STATE	ZIP
NAME OF SUPERVISOR		POSITION YOU HELD	
DESCRIBE YOUR JOB DUTIES		RATE OF PAY STARTING ENDING	
		REASON FOR LEAVING	
		YOUR NAME WHEN YOU WORKED THERE:	

5	COMPANY NAME				TELEPHONE () -	
	STREET		CITY	STATE	ZIP	
	EMPLOYED (MONTH AND YEAR)		FROM TO			
	NAME OF SUPERVISOR		POSITION YOU HELD		RATE OF PAY	
	STARTING		ENDING			
	DESCRIBE YOUR JOB DUTIES				REASON FOR LEAVING	
				YOUR NAME WHEN YOU WORKED THERE:		

GENERAL INFORMATION

Do you understand the requirements of the job(s) you are applying for? Yes _____ No _____
(If no, the interviewer will provide a position description.)

If you have ever been discharged or asked to resign from any position, please explain: _____

Have you ever been convicted of a felony within the last 7 years? Yes _____ No _____
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain: _____

Please include any other relevant information that would be helpful in considering you for employment.
For example: volunteer work, accomplishments, etc.

PERSONAL REFERENCES (Do not include relatives or former employers.)

Name _____ Address _____

Telephone _____ Occupation _____ Have known how long? _____

Name _____ Address _____

Telephone _____ Occupation _____ Have known how long? _____

Applicant's Statement

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask the interviewer before signing.

I personally have completed this application. All of the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for separation if employed.

I authorize any present or prior employer, academic, technical, or vocational school, physician or hospital, public service, or any other person to release to The Hotel Captain Cook or Hickel Investment Company information regarding my employment and security record, character, and ability to perform to the Quality Assurance Standards and Safety Policy. They also may give me the information if I request it in writing within a reasonable time. I will release all persons from liability with regards to supplying this data.

Submitting this application does not imply I will be interviewed or employed. No supervisor or manager has the authority to make any guarantees about any term or condition of employment. The application will become inactive after sixty (60) days. If I wish to reapply, a new application must be completed.

I further agree that if hired, employment will be at will of the company and myself, and may be terminated by either party without cause or notice.

I have read, or had this statement read to me. I understand and agree to its complete contents.

Date _____ Signature of Applicant _____