

ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES

Employment Application

Position Applied For: _____

Name (Last, First, Middle): _____

Social Security #: _____ U.S. Citizen: ___ YES ___ NO If not a U.S. Citizen,
Home Phone #: _____ Work Permit #: _____

Message Phone #: _____ Seeking a: regular FULL-time position: ___ YES ___ NO
Address: _____ regular PART-time position: ___ YES ___ NO

_____ Seeking temporary work until (date) _____

I WILL BE ABLE TO REPORT TO WORK _____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION	School Name/Location	Dates Attended	Field of Study	Degree Received
	College/University			
	College/University			
	Business/Technical			
	High School			Grad. Date
	Other			

Military Service: Dates _____ Branch _____
Duty/Specialized Training _____

EMPLOYMENT: List last employment first.

Employer Name & Location	Position Title/Duties/Skills	Dates Employed
		From
		To
		Salary

Supervisor's Name – Telephone # if we may contact _____ Reason for Leaving _____

EMPLOYMENT CONTINUED . . .

Employer Name & Location	Position Title/Duties/Skills	Dates Employed	
		From	
		To	
		Salary	

Supervisor's Name – Telephone # if we may contact	Reason for Leaving
---	--------------------

Employer Name & Location	Position Title/Duties/Skills	Dates Employed	
		From	
		To	
		Salary	

Supervisor's Name – Telephone # if we may contact	Reason for Leaving
---	--------------------

Employer Name & Location	Position Title/Duties/Skills	Dates Employed	
		From	
		To	
		Salary	

Supervisor's Name – Telephone # if we may contact	Reason for Leaving
---	--------------------

Professional Licenses, Certifications, or Registrations:	Typing Speed: WPM
--	----------------------

Additional skills, languages, or information you wish to be considered:

In case of emergency or illness, please contact: Name _____
 Address _____ Daytime Phone #: _____
 _____ Relationship _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address/Telephone	Occupation	Yrs. Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____

The information contained in this application is true and correct to the best of my knowledge.

SIGNATURE _____ **DATE** _____

ARCUS is an Equal Opportunity Employer

ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES

Employment Application

Attachment A

Please list all software you have used starting with the program with which you are most proficient.

<u>Software Program</u>	<u>Operating System</u> (DOS, Windows, Mac)	<u>Use</u> (Work, School. Personal)	<u>Months Used</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____