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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

*"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		<i>PLEASE LIST 2 EMPLOYER AND 3 CHARACTER REFERENCE UNRELATED TO YOU</i>	
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 <input type="checkbox"/> NO <input type="checkbox"/>			

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 <input type="checkbox"/> NO <input type="checkbox"/>			

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 <input type="checkbox"/> NO <input type="checkbox"/>			

**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
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## 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 to

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

\_\_\_\_\_

Email address \_\_\_\_\_

Signature and Date: \_\_\_\_\_