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**Programs for Infants & Children, Inc.**

Information about PIC EMPLOYMENT APPLICATION

Employment applications are available at our office or on line [www.picak.org](http://www.picak.org). Programs for Infants & Children, Inc. (PIC) is an equal opportunity, affirmative action employer. In order to be considered for a position, an accurate and complete application must be submitted and received by 4:30 p.m. on the closing date for that position. The application must be legible, completely filled out, signed, and dated. Additional sheets may be used if necessary to provide all information. A resume may be included with the employment history section of the application as long as it provides all the required information.

**Convictions/Background Check:** A criminal conviction will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the position applied for will be evaluated. Any criminal conviction for an offense involving crimes against children or moral turpitude will result in applicant disqualification. All positions at PIC require a background check. Initially, a candidate may be hired as a provisional employee until the results of the background check are returned.

**Driver's License:** If an applicant is selected for a position requiring a driver's license, the applicant must provide a copy of their Alaska driver's license and current copy of their driving record. If the applicant has relocated to Alaska within the year, it is necessary to provide a driving record from the previous country/state of residence.

**Application status:** All applicants who submit a complete application will be informed about the status of their application by letter, email, fax, or telephone.

Please provide the following information to assist PIC with our Affirmative Action Program. This information will be used only for reporting purposes. In accordance with State and Federal Law, this information will be retained separately for record keeping purposes and will not be made a part of your application.

Name:	Position:	Today's date
Date of birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic Group: <input type="checkbox"/> (H) Hispanic <input type="checkbox"/> (B) African American <input type="checkbox"/> (W) White <input type="checkbox"/> (A) Asian American <input type="checkbox"/> (O) Multiracial/Other <input type="checkbox"/> (N) AK Native or American Indian	Veteran Status: <input type="checkbox"/> Disabled (30% or more) <input type="checkbox"/> Vietnam-era <input type="checkbox"/> Veteran	How did you hear about this job? <input type="checkbox"/> Newspaper <input type="checkbox"/> Walk-in <input type="checkbox"/> PIC employee <input type="checkbox"/> Job Fair <input type="checkbox"/> Website <input type="checkbox"/> Job Hotline <input type="checkbox"/> Other _____



# Programs for Infants & Children, Inc.

## APPLICATION for EMPLOYMENT

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Street City State Zip

Mailing Address (if different): \_\_\_\_\_

Street City State Zip

Are you currently a PIC employee?  No  Yes, current position \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Do you have a legal right to accept employment in the United States?  Yes  No

Criminal Convictions: Have you ever been convicted of any violation of the law including DUI/DWI?  Yes  No If yes, provide nature of conviction(s), date(s), and sentence(s).

\_\_\_\_\_  
\_\_\_\_\_

Do you have a current Driver's License?  Yes  No If yes, complete the following:  
License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Expiration Date \_\_\_\_\_

### EDUCATION

Do you have a High School or GED Certificate?  Yes  No Date received: \_\_\_\_\_

Name of High School Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**College, University of Graduate Schools** (If more space is needed, provide an attachment)

Name & Location of School	Dates Attended	Credit Hours Semester /Qtr	Major/Minor	Degree/ Year Received
	From: To:			
	From: To:			
	From: To:			

### **Technical or Vocational Schools**

Name & Location of School	Dates Attended	Credit Hours: Semester or Qtr	Major/Minor	Degree/ Year Received
	From: To:			
	From: To:			

List Current Professional Licenses, and/or Certificates and date obtained: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please describe ALL work history beginning with your current or most recent job. Include volunteer and military experience, including military rank. If necessary, use additional pages or a resume as long as it provides all required information. Failure to provide complete and accurate Information regarding each job held, including providing misleading or false information, may result in disqualification for the position or termination upon discovery.

Official Job Title:	Name & Title of Supervisor:	Supervisor's Phone Number:
Name & Address of Company:	Dates of Employment, From: To:	Ending Pay and Reason for Leaving: \$
Duties/Responsibilities/Job Tasks:		

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**EMPLOYMENT HISTORY** (continued)

Official Job Title:	Name & Title of Supervisor:	Supervisor's Phone Number:
Name & Address of Company:	Dates of Employment, From: To:	Ending Pay and Reason for Leaving: \$
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Please list additional skills, qualifications, computer software/program training or other abilities:

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APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE Programs for Infants & Children to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, etc. This information may include, but is not limited to academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to PIC regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind or nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to tests and/or physical/mental examinations as PIC may require.

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