

Application for Employment  
Alaska Nature Guides

Please print. Sign and return completed application by March 15, 2008 to:

Alaska Nature Guides  
P.O. Box 170  
Talkeetna, AK 99676  
(907) 733-1237  
[www.alaskanatureguides.com](http://www.alaskanatureguides.com)  
email: [info@alaskanatureguides.com](mailto:info@alaskanatureguides.com)

Personal Information:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street  
Address: \_\_\_\_\_

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

Phone Numbers: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

Please list any special qualifications or skills you have (additional spoken languages, medical training, licenses, honors, awards, accomplishments, etc.).

---

---

---

---

How did you find out about this position with Alaska Nature Guides?

---

---

---

**Availability:**

Our employment season will run from approximately May 20 through September 20, 2007. During this period, what dates will you be available to work? \_\_\_\_\_

What days of the week are you available to work? \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
# of years completed: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ If so, in what year? \_\_\_\_\_  
College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_  
Did You Graduate? \_\_\_\_\_ If so, in what year? \_\_\_\_\_ Degree: \_\_\_\_\_

Certification in First Aid and CPR are required for this position. Are you currently certified? \_\_\_\_\_ If no, is a certification course available to you? \_\_\_\_\_

**Employment History:**

Please give accurate and complete full-time employment record. Start with present or most recent employer.

*Present or Last Position*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Weekly Pay: \_\_\_\_\_  
Describe your work:

---

---

---

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If not, why not?

Reason for leaving:

---

*Previous Position*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work:

---

---

---

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Previous Position*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work:

---

---

---

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not?

Reason for leaving:

---

**References:**

Please provide three references and their current contact information.

1. Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ What is your relationship with this person? \_\_\_\_\_

2. Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ What is your relationship with this person? \_\_\_\_\_

3. Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ What is your relationship with this person? \_\_\_\_\_

### Driving Record:

Have you received any traffic violations in the last 5 years? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

Have you been in a traffic accident in the last 5 years? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

### Conditions of Employment:

Alaska Nature Guides sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with ANG, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to assist our customers and fellow workers, including:

- Following our standards of professionalism
- Providing excellent customer service
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Following safety guidelines
- Completing necessary training requirements
- Following company policies and procedures
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

---

---

Are you eligible to work in the United States? \_\_\_\_\_

### Agreement of the Transfer of Information:

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

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

Printed Name: \_\_\_\_\_

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment on race, age, color, sex, religion, national origin or other protected classification.