



Employment Application Instructions

Completing the Application:

- ▶ Use Adobe to complete the application. If you are unable to use Adobe to complete the application, use blue or black ink.
- ▶ Specify the position for which you are applying. If you are applying for more than one position, you must complete a separate application for each position.
- ▶ All applications must be signed. Digital signatures will be accepted.
- ▶ If a reasonable accommodation is required during the application, testing or interview process, contact Human Resources.
- ▶ All applications must be received on or before the “Closing Date” on the Job Posting; and must be submitted by email, U.S. Postal Service mail or fax.
- ▶ The application form must be completed in its entirety. **DO NOT write “see resume”** on any section of the application. However, a separate resume may be attached.

Hiring Considerations:

- ▶ ACS recruitment and hiring practices will give preference to Alaska residents whenever possible.
- ▶ ACS is a drug free workplace. Submitting an application for employment is deemed consent to post-offer drug testing.
- ▶ In compliance with United States Immigration law, any applicant hired must provide appropriate legal documentation as proof of identity and eligibility to live and work in the U.S.A.
- ▶ Employment offers are contingent on: Negative pre-employment drug test; valid I-9 documentation; results of post-offer physical appropriate to the position; proof of valid driver’s license and good driving record (for insurability and CDL eligibility if applicable), and other required background verifications.
- ▶ Failure to comply with all post employment offer requirements may be reason to withdraw an offer of employment or delay the start of employment.

Alaska Clean Seas
Attn: Human Resources
4720 Business Park Blvd., Suite G42
Anchorage, AK 99503

Phone: (907) 644-2601 Fax: (907) 644-2681 email: hr@alaskacleanseas.org

Equal Opportunity Employer

Drug Free Workplace

Smoke Free Workplace

It is the policy of Alaska Clean Seas to provide equal employment opportunity to all qualified persons and to prohibit unlawful discrimination because of race, color, national origin, religion, sex, age, disability, citizenship status, marital or veteran status.