

# Friends of the Tanana Valley Railroad, INC

## Employment Application

*It is the policy of the FTVRR to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.*

Please carefully read and answer all the questions on this application truthfully and completely to the best of your knowledge. Please attach all requested documentation. You will not be considered for employment if you fail to completely answer all the questions on this application. **PLEASE PRINT**, except for your signature.

### Personal Data

Applicant Name \_\_\_\_\_ Position Applying For \_\_\_\_\_  
First MI Last

Mailing Address \_\_\_\_\_  
City State Zip

Email Address \_\_\_\_\_ Primary Phone (\_\_\_\_) \_\_\_\_\_

Date you can start work (MM/DD/YYYY) \_\_\_\_\_ Desired Wage or Salary \$ \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Todays Date (MM/DD/YYYY) \_\_\_\_\_

### Position Information (Check all that you are willing to work)

Hours:       Full Time               Morning (7a-11a)               Weekdays               Weekends  
                  Part Time               Afternoon (11a-3p)               Holidays               Overtime  
                  Seasonal/Temp       Evenings (3p-7p)               Swing Shifts               Graveyard Shifts

### Qualifying Information

1. Are you a U.S. Citizen?  Yes               No
2. Are you authorized to work in the U.S. on an unrestricted basis?  Yes               No
3. Have you ever been convicted of any violation of the law in the United States?  Yes               No  
If yes, explain: \_\_\_\_\_
4. Have you been told the essential functions of the position or reviewed a copy of the job description listing the essential functions of the job?  Yes               No
5. Can you perform the job with our without reasonable accommodation?  Yes               No
6. Have you ever worked for this employer?  Yes               No  
If yes, write the start and end dates: \_\_\_\_\_
7. Are you aware of any family or close relation that currently work for FTVRR?  Yes               No  
If yes, who: \_\_\_\_\_
8. If selected for employment are you willing to submit to a background check?  Yes               No
9. If selected for employment are you willing to submit to a drug test?  Yes               No
10. Do you have a valid driver's license?  Yes               No
11. Have you had more than two infarctions on you license in the last 2 years?  Yes               No
12. Have you had your license suspended or revoked in the last 5 years?  Yes               No
13. Do you have a Highschool Diploma or GED?  Yes               No
14. If employed, do you expect to be engaged in any additional business or employment outside of this job?  Yes               No
15. Are you CPR/First Aid Certified?  Yes               No
16. Have you ever been fired from a job or asked to resign?  Yes               No
17. Please list any other certifications you hold below:

<i>Description</i>	<i>Institution</i>	<i>Expires</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Employment History** List names of employers in consecutive order with your present or last employer listed first.

Name of Employer \_\_\_\_\_ Dates of Employment (MM/YY) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Title & Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pay \$ \_\_\_\_\_  Still Employed Reason for leaving \_\_\_\_\_

---

Name of Employer \_\_\_\_\_ Dates of Employment (MM/YY) \_\_\_\_\_ - \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Title & Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pay \$ \_\_\_\_\_  Still Employed Reason for leaving \_\_\_\_\_

---

**Education History** List the levels of education gained and institutions therefrom.

School Name	Degree	City, State
➤ _____		
➤ _____		
➤ _____		

**References** Please list three professional references not related to you or former employers.

Name	Email	Phone
➤ _____		
➤ _____		
➤ _____		

**Other** Please list any special skills, volunteer opportunities with dates, interests, or other that pertain to this position.

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

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal if discovered at a later date. I authorize the Employer to make an investigation, whether listed or not, and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

I understand that the FTVRR offers positions of employment based on qualifications, and may offer me a position of my intended application or other which the company thinks I would be best suited for. I understand that I may not receive a position offer and may not be contacted if not chosen for a position.

I have read, understand, and by my signature consent to these statements.

 \_\_\_\_\_ Today's Date (MM/DD/YYYY) \_\_\_\_\_

Please return this completed Application and all requested documents to [FTVRR@FTVRR.com](mailto:FTVRR@FTVRR.com)