



ALASKA COLLEGE & CAREER ADVISING CORPS

College & Career Guide Application Form



1. APPLICANT PERSONAL INFORMATION

First Name	Middle Name/initial	Last Name	Aliases
Street or P.O. Box			
City	State	Zip Code	Length of time in Alaska (Yr/Mo) ____ / ____
()	()		
Home Phone	Cell Phone	email address	

2. EDUCATION

Dates From to	School Name		
Location	Did you Graduate Y N	Degree Received	
Major	Minor	Units Completed	
Dates From to	School Name		
Location	Did you Graduate Y N	Degree Received	
Major	Minor	Units Completed	
Dates From to	School Name		
Location	Did you Graduate Y N	Degree Received	
Major	Minor	Units Completed	

3. BACKGROUND

Have you ever been convicted of a felony? **Y** **N** *if yes, explain on an additional sheet of paper and attach a copy of the judgement.*

Have you been convicted of a misdemeanor within the past 5 years? **Y** **N** *if yes, explain on an additional sheet of paper and attach.*

Prior to an offer of employment being made, a criminal background check will be conducted on the candidate.

4. WORK EXPERIENCE

Please attach a current resume highlighting related work and volunteer experience.

5. COVER LETTER & WRITING PROMPT

Please attach a cover letter addressing your candidacy for the College & Career Guide position. As a part of this cover letter, please clearly address each of the following questions:

1. Which open ACAC location(s) are you interested in being considered for and why?
2. Why are you interested in serving as a Guide in the Alaska College & Career Advising Corps?
3. What skills and experiences would make you an effective College & Career Guide?
4. How will this experience benefit you personally and professionally?
5. How would you influence and promote college and career readiness and access in your assigned school(s)?

NOTE: Your cover letter is intended to be longer than a traditional cover letter. The letter may be up to four (4) total pages to allow applicants to fully respond to these questions.

6. POSTSECONDARY TRANSCRIPT

Please attach a transcript verifying completion/pending completion of your bachelor's degree. An unofficial transcript is acceptable.

7. REFERENCES

PROFESSIONAL REFERENCE 1	NAME	POSITION TITLE
COMPANY/ORGANIZATION		
EMAIL ADDRESS		PHONE NUMBER
PROFESSIONAL REFERENCE 2	NAME	POSITION TITLE
COMPANY/ORGANIZATION		
EMAIL ADDRESS		PHONE NUMBER
PROFESSIONAL REFERENCE 3	NAME	POSITION TITLE
COMPANY/ORGANIZATION		
EMAIL ADDRESS		PHONE NUMBER

8. CERTIFICATION OF APPLICANT

I certify that the information I have entered on this application is true and complete to the best of my knowledge. I have read the minimum qualifications for this position and believe that I am qualified to apply. I understand that if I deliberately conceal or provide false information on this form, that my name may be removed from the eligible list of candidates or that I may be removed from my job; that the information in this application may be released in an authorized legal investigation; and that for the purpose of this certification, a photocopy of my original signature shall have the same force and effect as my original signature. I agree that the Alaska Commission on Postsecondary Education, the Alaska College & Career Advising Corps, or their agents, may contact current or former employers or other persons who know me in order to obtain additional information. In addition, I understand that prior to an offer of employment I must successfully pass a background check.

Signature of Applicant

Date

PLEASE SUBMIT THIS APPLICATION WITH ALL REQUIRED MATERIALS

Via email: greg.monrad@alaska.gov

Via fax (907) 269-7991

incomplete application packets may not be considered