

State of Alaska
Division of Personnel & Labor Relations
Pre-Employment Certification



Position Title: _____ PCN: _____

Department: _____

Residency

(Not applicable to applicants for partially exempt or exempt positions)

1. Are you currently domiciled* in the State of Alaska? Yes No

OR

2. Are you presently serving in the military with the intent of being domiciled* in the State of Alaska upon completion of military service? Yes No

OR

3. Have you graduated from an accredited high school or post-secondary institution in the State of Alaska or earned a General Equivalency Diploma (GED) while domiciled* in Alaska? Yes No

OR

4. Are you presently enrolled in a State of Alaska post-secondary institution *and* physically present in Alaska? Yes No

**Domicile is defined as the true and permanent home of a person, from which he/she has no present intention of moving and to which he/she intends to return whenever away.*

If you are unable to answer 'yes' to at least one of the above questions, a Residency Affidavit form must be completed if recruitment is limited to Alaska residents.

Nepotism

Do you have an immediate family member, an individual related to you within and including the second degree of kindred or are you in a conjugal relationship with any person currently working in the above named department? Yes No

If yes, please list their name(s) and your relationship: _____

Convictions

A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with the State of Alaska. You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with the State of Alaska under Personnel Rule 2 AAC 07.112.

Important Note: For purposes of application with the State of Alaska this includes all convictions, even if you have received and/or completed a Suspended Imposition of Sentence (SIS), and even if the conviction has been set aside or expunged.

1. Have you ever been convicted of a felony? Yes No

2. Have you been convicted of a misdemeanor within the past five years? Yes No

If you answered 'Yes' to either of the above questions please explain:

Commercial Driver License (CDL) – if applicable to the position

List your CDL number and endorsements: _____

Note: If selected for the position, you will be required to present your CDL and endorsements for verification and copying.

Certify

I certify the information I have provided to the State of Alaska during the application process is true and complete. I understand that if I intentionally or unintentionally conceal or provide false information during this process, I may be removed from consideration for this position and/or prohibited from applying for or being considered for future position vacancies and/or be removed from my job. I also understand that the information obtained during the application process may be released in an authorized legal investigation and that for the purpose of this certification, a photocopy or facsimile of my original signature shall have the same force and effect as my original signature. I agree that the State of Alaska or its agents may contact current or former employers or other persons who know me in order to obtain additional information or to verify information I have provided.

Please provide full name as it appears on your social security card under **Legal First Name, Middle Initial, Legal Last Name.**

Legal First Name: _____ **Middle Initial:** Yes, M.I. _____ No, M.I.

Legal Last Name: _____ **SSN/Employee ID:** _____

Preferred First Name: _____ **.LastName@alaska.gov** (Used for Email Address if Hired)

Signature: _____ **Date:** _____