



Mailing Address:
 PO Box 495 Craig, Alaska 99921
 Ph (907) 826-4848
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Application for Employment - All positions

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Dept.

Position (s) applied for _____ Date of application _____

Name _____ Social Security # _____
 LAST FIRST MIDDLE

Address _____
 STREET CITY STATE ZIP CODE

Telephone# () _____ Cell Phone # () _____ E-mail _____

Are you 18 years or older?..... Yes No

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Are you legally eligible for employment in this country?.....Yes No

Date available for work ___ / ___ / ___ What is your desired salary range?.....\$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-op

Are you able to meet the attendance requirements of the position?.....Yes No

Do you have a valid TWIC card?.....Yes No If no, can you obtain one?.....Yes No

Have you ever been convicted of a felony or misdemeanor with the last five years?.....Yes No

If yes, please provide date(s) and details _____

Have you ever been convicted of or plead no contest to DUI , DWI or reckless driving in the last 5 years?.....Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS THE DATE OF THE OFFENCE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Drivers Licence number (if driving is an essential job function) _____ State _____

EMPLOYMENT HISTORY

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER	

Employment History continued...**INTER-ISLAND FERRY AUTHORITY**

FROM	TO	EMPLOYER		TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS		
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES		
MAY WE CONTACT FOR REFERENCE YES NO LATER				
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ PER FINAL \$ PER		

For Licensed Personnel Only

Please list any maritime licenses, documents or certificates which are currently valid:

Type of License, document, certificate	Issuing Agency	Certificate Number	Expiration Date

Have you ever had a maritime license, document or certidatge suspended or revoked? If so, please list below:

Type of License, document, certificate	Date of Suspension/Revocation	Length of suspension/revocation	Reason

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

EDUCATIONAL BACKGROUND

NAME AND LOCATION	NUMBER OF YRS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE	MAJOR DEGREE		
OTHER			

REFERENCES

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

APPLICATION STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

If I am hired, I understand that I am free to resign at any time with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law.

I authorize investigation of all statements contained herein from past employers and all references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that might result from furnishing same to you.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____ / _____ / _____



JOB DESCRIPTION

Job Title: Permanent Full-time Terminal Agent – All locations

Entity: Inter-Island Ferry Authority

Immediate Supervisor: Terminal Supervisor

Summary of Responsibilities

The Terminal Agent will be responsible for interacting with customers to accurately provide information, take reservations, maintain reservation data base, collect tariffs and work with vessel Master or Mate to facilitate vessel operations. The Terminal Agent may serve as the Facility Security Officer (FSO) or may be responsible for security as assigned by the FSO.

As leaders in the marine transportation industry IFA employees are responsible to instill an atmosphere with passengers that riding the ferry is pleasure, not just a need. To that end every IFA employee is responsible for overall passenger safety and satisfaction. All necessary steps must be taken to correct conditions or to report conditions that could endanger passenger safety or satisfaction in any manner both on and off the vessels. This includes IFA vessels, vehicles, access ramps, offices, terminals and terminal grounds.

Specific Duties

Under the direction of the Terminal Manager or Lead Agent the Terminal Agent will:

- Answer customer questions and help them to resolve problems concerning schedules, rates or other ferry system operation policies, either in person or by phone;
- Make reservations, change existing reservations, issue tickets for ferry customers including pedestrians and/or a variety of vehicles with or without passengers;
- Collect money in accordance with published rate schedule;
- Balance the till and prepare a daily report of sales and submit to Terminal Manger;
- Comply with procedures to ensure security of funds and ticket stock;
- Perform janitorial and some maintenance duties;
- Assist vessel staff as needed with line handling, vessel loading and unloading, and other duties as requested by vessel Master or Mate;

- Perform other related duties as required.

Knowledge and Abilities

- Knowledge of IFA policies, rules, procedures and tariff schedules;
- Ability to deal courteously and effectively with the public;
- Accurately and rapidly calculate single and multiple fares for pedestrians and a wide variety of vehicle types and passenger combinations;
- Collect money and accurately make change under time constraints;
- Assume responsibility and account for large sums of money;
- Be physically able to assist with vessel loading and unloading, line handling and other duties and in various weather conditions;
- Ability to work without direct supervision and be self motivated;
- Prepare accurate, legible and timely sales reports;
- Proficient with MS Word, Excel and Publisher.
- Good organizational and time management skills
- Good communication skills in English both written and oral.

Certificates and Credentials:

- Transportation Workers Identification Credential (TWIC)

Uniform Requirements:

Terminal agents must be well groomed and dress in a manner that presents a professional image. Terminal employees may wear IFA jacket, vest or shirt if desired.

Compensation

This is a full-time hourly position with full benefits. Benefit package includes: vacation, sick and holiday pay, health and life insurance, PERS retirement program, IFA travel benefits and optional supplemental life and disability insurance. Optional benefits require payment from employee.