



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## HUMAN RESOURCES

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

hr@cityofsitka.org

907-747-1816

## EMPLOYMENT APPLICATION

This application must be filled out completely. Incomplete applications may not be considered. Job descriptions for each position are available at the City and Borough of Sitka (CBS), and descriptions for open positions are available at cityofsitka.org.

Date Received: \_\_\_\_\_

Position applying for:	Date available for work:
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Last Name	First Name	Middle Name
Previous or Other Names Used		
<b>Mailing Address</b>		
Street or P.O. Box		
City, State Zip		
<b>Physical Address</b>		
Street		
City, State Zip		
<b>Contact Information</b>		
Email address:		
Daytime phone number	Evening phone number	Cell phone number

<b>How Did You Learn of this Job Opportunity?</b>	
<input type="checkbox"/> City of Sitka Website	<input type="checkbox"/> Job Service
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio
<input type="checkbox"/> Friend	<input type="checkbox"/> Alaska Municipal League
<input type="checkbox"/> Local Organization (Specify)	
<input type="checkbox"/> Website (Specify)	
<input type="checkbox"/> Other (Specify)	

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

**Criminal Convictions:** A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check “yes” and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

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 Human Resources.

**Thank you for your interest in serving the citizens of Sitka!!**

Are you a U.S. citizen or otherwise eligible for employment in the U.S.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid Alaska driver license?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed at CBS?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please list the position and dates of employment:		
Do you currently have any relatives working at CBS?		<input type="checkbox"/> Yes <input type="checkbox"/> No
List the name, relationship, and the position (or department):		
Are you enrolled in Alaska PERS? If so, what Tier?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Available to work:	Full Time	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Temporary	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Evenings	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Nights	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Weekends	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a misdemeanor within the last five years?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any criminal charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please list the charges:	
<b>If you answer yes to any of the above three questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</b>	

Education			
Did you receive your high school diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, highest grade completed?		
Did you receive your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date GED received:		
Have you received any education since high school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Business, technical, or vocational school			
Name and address	Credits earned	Degree or major	Graduated? List date
Undergraduate College or University			
Name and address	Credits earned	Degree or major	Graduated? List date
Graduate Professional			
Name and address	Credits earned	Course of study	Graduated? List date

Employment History			
List all of your work history for the last seven years. To receive full consideration, please be specific listing duties performed and explain any gaps in employment. Attach additional sheets if necessary.			
Current or last employer		Title	
Supervisor name		Supervisor phone & email	
Company address			
Starting salary		Last salary	
Dates of employment	From:	To:	Number of employees supervised:
Description of duties:			

Reason for leaving:		May we contact your supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous employer		Title			
Supervisor name		Supervisor phone & email			
Company address					
Starting salary		Last salary			
Dates of employment	From:		To:		Number of employees supervised:
Description of duties:					
Reason for leaving:		May we contact your supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous employer		Title			
Supervisor name		Supervisor phone & email			
Company address					
Starting salary		Last salary			
Dates of employment	From:		To:		Number of employees supervised:
Description of duties:					
Reason for leaving:		May we contact your supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous employer		Title			
Supervisor name		Supervisor phone & email			
Company address					
Starting salary		Last salary			
Dates of employment	From:		To:		Number of employees supervised:
Description of duties:					
Reason for leaving:		May we contact your supervisor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Qualifications**

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

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Describe any job-related training received in the United States Military.

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List professional, trade, business, or civic activities and offices held.

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List professional, trade, or business licenses held.

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**Additional Information**

State any additional information you feel may be helpful to us in considering your application.  
Summarize special job-related skills and qualifications from employment or other experience.

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**References**

Do not include family members or past supervisors.

Name	Phone Number	Occupation

## Note to Applicants:

**DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.**

Yes       No

**APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records.

**I DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary.

**I RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

**I CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

**I AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

**For e-mail submissions only:** By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re- confirm that certification prior to interviewing for any position.

A photocopy of facsimile (fax) of this form that shows my signature shall be as valid as the original.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Applying For

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City and Borough of Sitka  
Equal Employment Opportunity Survey

Last Name	First Name	Middle Name
Position(s) Applying For		

**To All Applicants**

The information requested on this page is necessary for the City and Borough of Sitka to comply with the regulations of Alaska State Commission for Human Rights. This information will not be seen by the hiring board for any jobs that you are applying for, it will be kept confidential and be available only to Federal and State personnel legally charged with administering Civil Rights Laws and Regulations. However, statistical information compiled from records on age, sex and race shall be made available to the public.

Age Information	
Your Age	Date of Birth

**RACE, ETHNICITY AND GENDER INFORMATION (Please review definitions below)**

	Female	Male
Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>
American Indian	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>
Mixed	<input type="checkbox"/>	<input type="checkbox"/>

**Definitions of Racial/Ethnic Groups**

**The racial/ethnic groups for Federal and State reporting purposes are defined as follows:**

**Alaskan Native:** A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida or Tsimshian origin.

**American Indian:** A person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Black:** A person having origins in any of the Black racial groups of Africa (not of Hispanic origin).

**Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**White:** A person having origins on any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).

**Mixed:** A person whose parents or ancestors are from two or more ethnic backgrounds described above in this section.