



**City and Borough of Sitka**  
 An Equal Opportunity Employer  
 100 Lincoln St. Sitka, AK 99835  
 Phone No. (907)747-1816 Fax No. (907)747-1846

## Applicant Information

Last Name	First Name	Middle Name		
Residence Address	Street	City	State	Zip Code
Mailing Address	Street	City	State	Zip Code
Telephone Number	Email Address			

<b>Position(s) Applying for:</b>	<b>Date</b>

<b>How did you learn of this job opportunity?</b>
<input type="checkbox"/> <i>City of Sitka Website</i> <input type="checkbox"/> <i>Job Service/ALEXsys</i> <input type="checkbox"/> <i>Newspaper</i> <input type="checkbox"/> <i>Radio</i> <input type="checkbox"/> <i>Friend</i> <input type="checkbox"/> <i>Local Organizations (specify: _____)</i> <input type="checkbox"/> <i>On-Line (website _____)</i> <input type="checkbox"/> <i>Alaska Municipal League</i> <input type="checkbox"/> <i>Other (_____)</i>

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!!**

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	Yes	No	
Do you have a valid Driver's License? <i>If yes, please provide State and number</i> _____.	Yes	No	
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See <i>qualifications/requirements in Job Description</i> )	Yes	No	
Have you ever worked for the City and Borough of Sitka in any capacity (i.e., temp, contract, etc.)	Yes	No	
Are you enrolled in Alaska PERS system? If so, what Tier? _____.	Yes	No	
Available to work:	<i>Full Time</i>	Yes	No
	<i>Part Time</i>	Yes	No
	<i>Temporary</i>	Yes	No
Date available to work: _____			
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	<i>Evenings</i>	Yes	No
	<i>Nights</i>	Yes	No
	<i>Weekends</i>	Yes	No
	<i>Holidays</i>	Yes	No
Have you ever been convicted of a felony?	Yes	No	
Have you been convicted of a misdemeanor within the last five years?	Yes	No	
<b><i>If yes to one or both of the above 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.</i></b>			

<b>Education</b>			
<b><i>High School</i></b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
<b><i>Undergraduate College</i></b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
<b><i>Graduate Professional</i></b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
<b><i>Others (specify)</i></b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>

Employment History			
Most Recent /Current Employer		Address	Phone Number
Date Started	Starting Salary Hourly      Yearly	Starting Position	
	\$		
Date Left	Salary on Leaving Hourly      Yearly	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			
May we contact your present employer?		___ Yes ___ No	
Previous Employer		Address	Phone Number
Date Started	Starting Salary Hourly      Yearly	Starting Position	
	\$		
Date Left	Salary on Leaving Hourly      Yearly	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			
Past Employer		Address	Phone Number
Date Started	Starting Salary Hourly      Yearly	Starting Position	
	\$		
Date Left	Salary on Leaving Hourly      Yearly	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			

<b>Include explanation of any gaps in employment.</b>

<b>Other Qualifications</b>
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Describe any job-related training received in the United States military.
List professional, trade, business, or civic activities and offices held.
List professional, trade or business licenses held.

<b>Additional Information</b>
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.

<b>References</b>		
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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City and Borough of Sitka  
Equal Employment Opportunity Survey**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Position(s) Applying For</b>		<b>Social Security Number</b>

**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.

<b>AGE INFORMATION</b>	
<b>Your Age</b>	<b>Date of Birth</b>

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

	Female	Male
Alaskan Native	_____	_____
American Indian	_____	_____
Asian or Pacific Islander	_____	_____
Black	_____	_____
Hispanic	_____	_____
White	_____	_____
Mixed	_____	_____

**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.