

KETCHIKAN GATEWAY BOROUGH

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APPLICATION FOR EMPLOYMENT

The Borough is an equal opportunity employer. The Borough will not consider race, color, religion, sex, disability, national origin or any other basis protected by statute in employment, promotion or compensation.

Position for Which You Are Applying :

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PERSONAL INFORMATION

Name (First)	(Middle)	(Last)	Social Security Number
Mailing Address (Street/Box) (City) (State/Zip)			Home Telephone Number (Include area code)
Residence Address			Business/Message/Fax Number (Include area code)

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever been convicted of a felony? No Yes -- If yes, please explain:

Have you been convicted of a misdemeanor within the last year? No Yes -- If yes, please explain:

Are you over age 18? Yes No -- If no, give birth date:

Have you ever been employed by the Ketchikan Gateway Borough? No Yes
If yes, please list dates, department(s) and last name used if different from your present name.

Date you can start:

Who referred you to us? Advertisement Internet Borough Employee Friend Other

RELATIVES EMPLOYED BY THE KETCHIKAN GATEWAY BOROUGH

Name	Relationship	Department

EDUCATION/SKILLS

Did you graduate from high school or receive a GED? Yes No -- If no, please give the highest grade completed:



Please list below any college or vocational training you have had. In addition, if you have had courses you feel are applicable to the position for which you are applying, please list courses by name.

Name and Address of School	Dates Attended		Semester or Quarter Hours Completed	Year Graduated	Degree Received and Major
	From	To			

If you can operate any machines or equipment applicable to this job, please list them.

If you can repair any machines or equipment applicable to this job, please list them.

If you have any other skills relevant to this job, please list them.

If you have a working knowledge of any computer programs you believe applicable to this job, please list them.

This is to certify that I can type _____ words per minute.

Do you have a valid Alaska driver's license? Yes No ** If No, are you licensed to drive in another state and/or would you be eligible to obtain a valid Alaska license? Yes No

Do you have a commercial driver's license? Yes No State: _____

EMPLOYMENT HISTORY

List employment history for at least the past 10 years, starting with your present or most recent job and working back from there. Include any military experience.

From: _____	Employing Firm: _____
To: _____	Firm Address: _____
Hrs. Per Week: _____	Firm Telephone: _____
Last Salary: _____	Specific Duties: _____
Title: _____	_____
Number Supervised: _____	_____
Supervisor's Name: _____	_____

Reason for Leaving: _____

May we contact your present employer? Yes No

From: _____	Employing Firm: _____
To: _____	Firm Address: _____
Hrs. Per Week: _____	Firm Telephone: _____
Last Salary: _____	Specific Duties: _____
Title: _____	_____
Number Supervised: _____	_____
Supervisor's Name: _____	_____

Reason for Leaving: _____

From: _____	Employing Firm: _____
To: _____	Firm Address: _____
Hrs. Per Week: _____	Firm Telephone: _____
Last Salary: _____	Specific Duties: _____
Title: _____	_____
Number Supervised: _____	_____
Supervisor's Name: _____	_____

Reason for Leaving: _____

From: _____	Employing Firm: _____
To: _____	Firm Address: _____
Hrs. Per Week: _____	Firm Telephone: _____
Last Salary: _____	Specific Duties: _____
Title: _____	_____
Number Supervised: _____	_____
Supervisor's Name: _____	_____

Reason for Leaving: _____

Please use a separate page for any additional work history you may need to list.

REFERENCES

List three people who have known you for at least one year and who are not related to you and are able to attest to your competence in the field in which you are applying for work.

Name	Phone Number	Occupation	Years Acquainted

JOB DESCRIPTION

Have you read the job description for this position? Yes No

EMPLOYMENT LIMITATIONS

Can you perform the essential functions of the job with or without reasonable accomodation? Yes No

DRUG TESTING NOTIFICATION

The Borough is required to follow drug testing requirements for certain positions which require a CDL or are otherwise safety sensitive or regulated by the US Coast Guard, Department of Transportation, or Federal Aviation Administration. Employees in these positions will be required to follow these testing requirements.

Applicant Comments: _____

CERTIFICATION AND RELEASE

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would contradict the facts disclosed on this application.

I authorize all previous employers, schools or persons named as references to give any information regarding my employment or educational records to the Ketchikan Gateway Borough. I authorize the Borough to investigate and verify any information provided in this application. I agree that neither the Borough nor any entity providing information to the Borough shall be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of information supplied to the Borough or due to false statements, omissions, or misleading answers made by me on this application. In the event that I accept employment with the Borough, I agree to submit to tests and/or medical examinations as necessary to determine my fitness for employment or continued employment. My signature below constitutes my permission for the Borough to obtain my medical records and the results of tests and/or medical examinations from any physician, hospital or other medical provider. If I am employed with the Ketchikan Gateway Borough, I will comply with all applicable laws, rules and regulations and with all policies and directives set forth in any communication distributed to me and other employees.

In compliance with the Immigration Reform Act of 1986, I understand that on my first day of employment I will be required to provide approved documentation that verifies my right to work in the United States. I have received a list of approved documents which has been supplied with this application.

I understand that if I am hired to a position requiring frequent contact with children or work at the Ketchikan Airport, I must provide the Borough with a State of Alaska criminal history background check at my expense prior to my first day of work. This background check is available from the Alaska State Troopers for a fee of \$25.

I hereby attest that I have read and understand the above statements. [Note: Applications that are unsigned will be returned to the applicant as incomplete.]

Signature: _____ Date: _____
Printed Name: _____

**KETCHIKAN GATEWAY BOROUGH
EQUAL EMPLOYMENT DATA SURVEY**

Job Title: _____ Date: _____

The Ketchikan Gateway Borough is asking all applicants to complete this form in order to comply with federal and state laws relating to equal opportunity and non-discrimination in employment. This information will be kept separate from your application and will be used only in accordance with federal and state regulations. Your responses are strictly voluntary, but we urge you to complete all items.

A: Birth Date: _____

B. The Racial/Ethnic/Gender Data

Definitions of Racial/Ethnic Groups

The racial/ethnic groups for affirmative action programs and federal reporting purposes are defined as follows:

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

American Indian: Any 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/Pacific Islander: Any 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 China, Japan, Korea, the Philippine Islands and Samoa.

African-American: (Not of Hispanic origin): any person having origins in any of the Black racial groups of Africa.

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

White: (Not of Hispanic origin): any person having origins in any of the original peoples of Europe, North Africa or the Middle East.

	FEMALE	MALE
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
African-American	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>

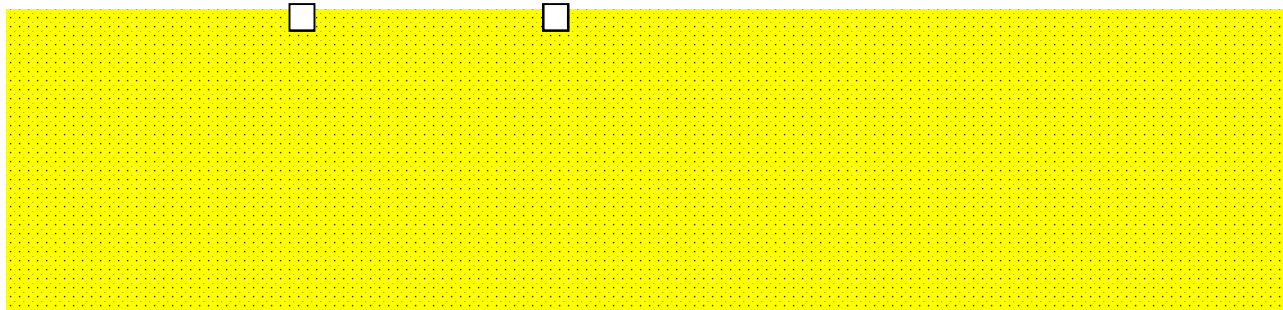
C. How did you find out about this position?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Job Service | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Borough Employee | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Posted Job Announcement | |

VETERAN'S INFORMATION

Branch of Service: _____ Dates of Active Duty: _____

Vietnam Service: Yes No Military ID Number: _____



LIST OF ACCEPTABLE DOCUMENTS FOR COMPLIANCE WITH IMMIGRATION REFORM ACT

List A Documents that Establish Both Identity and Employment Eligibility	OR List B Documents that Establish Identity	AND List C Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (INS Form N-560 or N-561) 3. Certificate of Naturalization (Form N-550 or N-570) 4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization, 5. Alien Registration Receipt Card with photograph (INS form I-151 or I-551) 6. Unexpired Temporary Resident Card (INS Form I-688) 7. Unexpired Employment Authorization Card (INS Form I-688A) 8. Unexpired Reentry Permit (INS Form I-327) 9. Unexpired Refugee Travel Document (INS Form I-571) 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B) 	<ol style="list-style-type: none"> 1. Driver's license or ID Card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph. 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal documents 5. U.S. Citizen ID Card (INS Form I-179) 6. ID Card for use of Resident Citizen in the United States (INS Form I-179) 7. Unexpired employment authorization document issued by the INS (other than those listed under list A)