

Application for Employment

Fill and Send Edition

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						
Personal Information						
First Name	Last Name	Middle	Social Security Number			
Mailing Address	(Street/Box)	City	State	Zip		
Residence Address						
Home Telephone Number (include area code)		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?						
		Yes	No	If yes, please explain:		
Have you been convicted of a misdemeanor within the last year?						
		Yes	No	If yes, please explain:		
Are you over the age of 18?						
		Yes	No	If no, give birth date:		
Have you ever been employed by the Ketchikan Gateway Borough?						
			No	Yes		
If yes, please list the 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 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.

School Name and Address	Dates Attended		Semester/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 Drivers' 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 drivers' license? Yes No

Have a Resume? Copy and paste below.

A large empty rectangular box with a black border, intended for pasting a resume.

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.

Employing Firm _____ Firm Address _____

Firm Telephone _____ From _____ To _____

Hrs per Week _____ Last Salary _____ Title _____

Number Supervised ____ Supervisors' Name _____ Reason for Leaving _____

Please list your specific duties

Employing Firm _____ Firm Address _____

Firm Telephone _____ From _____ To _____

Hrs per Week _____ Last Salary _____ Title _____

Number Supervised ____ Supervisors' Name _____ Reason for Leaving _____

Please list your specific duties

Employing Firm _____ Firm Address _____

Firm Telephone _____ From _____ To _____

Hrs per Week _____ Last Salary _____ Title _____

Number Supervised ____ Supervisors' Name _____ Reason for Leaving _____

Please list your specific duties

Employing Firm _____ Firm Address _____

Firm Telephone _____ From _____ To _____

Hrs per Week _____ Last Salary _____ Title _____

Number Supervised ____ Supervisors' Name _____ Reason for Leaving _____

Please list your specific duties

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 Known

Job Description

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

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 or 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 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 have 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

Female

Male

American Indian/Alaska Native

Asian or Pacific Islander

Hispanic

African-American

White

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, Athabaskan, 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.

How did you find out about this position? *Select from dropdown*

Veterans' Information

Branch of Service _____ Dates of active duty _____
 Vietnam Service? Yes No Military ID Number _____

Lists of Acceptable Documents *All documents must be unexpired*

In order to prove identity and eligibility for employment in the United States, the Act requires employees to allow examination the following document(s):

A valid original document (not a copy) is required from either "List A" or if you do not have a document from "List A", the Act requires that you provide two documents: one from "List B" and one from "List C" for examination and verification of identity and employment eligibility.

List A Documents that establish both Identity and Employment Eligibility	List B Documents that establish Identity	List C Documents that establish Employment Eligibility
OR	AND	
<p>1.) U.S. Passport or U.S. Passport Card</p> <p>2.) Permanent Resident Card or Alien Registration receipt card (form I-551)</p> <p>3.) Foreign Passport that contains a temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>4.) Employment Authorization Document that contains a photograph (Form I-766)</p> <p>5.) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the immigrants nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with restrictions or limitations identified on the form.</p> <p>6.) Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.</p>	<p>1.) Drivers 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, gender, height, eye color and address.</p> <p>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, gender, height, eye color and address.</p> <p>3.) School ID card with a photograph.</p> <p>4.) Voters registration card.</p> <p>5.) U.S. military card or draft record.</p> <p>6.) Military dependents' ID card.</p> <p>7.) U.S. Coast Guard Merchant Mariner Card</p> <p>8.) Native American tribal document</p> <p>9.) Drivers' license issued by a Canadian government authority.</p> <p>For persons under age 18 who are unable to present a document listed above:</p> <p>10.) School record or report card</p> <p>11.) Clinic, doctor or hospital record.</p> <p>12.) Day care or nursery school record</p>	<p>1.) Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.</p> <p>2.) Certification of Birth Abroad issued by the Department of State (Form FS-545).</p> <p>3.) Certification of Report of Birth issued by the Department of State (Form DS-1350)</p> <p>4.) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.</p> <p>5.) Native American tribal document.</p> <p>6.) U.S.Citizen ID Card (Form I-197).</p> <p>7.) Identification Card for Use of Resident Citizen of in the United States (Form I-179)</p> <p>8.) Employment authorization document issued by the Department of Homeland Security.</p>

Last name only

A valid e-mail address