

6. Have you seen the job description for the job you are applying for? Yes No
7. Are you able to perform the duties of the position that you have applied for with or without a reasonable accommodation? Yes No

Do you have any relatives (either by blood or marriage) or domestic partners who are current employees of the City of Bethel? Yes No

If yes, please state their name, your relationship to them and in which department they are employed:

8. What languages are you proficient in? _____

Education and/or Training

Did you graduate from high school or receive a GED Certificate? Yes No

| School Name & Location (College, Vocational, Other) | Dates Attended | | Course of Study | Did you Graduate? - check if yes | Diploma / Degree Earned |
|--|-----------------|---------------|-----------------|-------------------------------------|-------------------------|
| | From Month/Year | To Month/Year | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

List all Licenses or Certifications – including your Drivers license or State ID

| License/Certification | State | Profession | Lic/Cert. Number | Expiration Date |
|-----------------------|-------|------------|------------------|-----------------|
| Driver's License/ID | | NA | | |
| | | | | |
| | | | | |
| | | | | |

Please use additional sheets of paper if necessary.

Official transcripts and/or certified copies of diplomas may be requested for verification.

Special Qualifications

Typing: _____/words per minute Ten Key: _____/strokes per minute

Please list any additional skills you have which you feel would be helpful to this position (for example, Word, Excel, First Aid Training, etc.) _____

Military Service - Include a copy of your DD Form 214

| Branch of Service | Date of Entry Month/Year | Date and type of Discharge | Are You a Member of an Active Reserve/Guard Unit? |
|-------------------|-----------------------------|----------------------------|--|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. ***Military service only*** - Were you ever convicted by Special or General Court-Martial? Yes No

Availability for Work

Please answer the following questions:

a. What days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

b. Are you willing to accept any of the following types of positions

Regular On-Call Temporary Full-Time Part-Time Shift

c. If offered a position, when would you be available to start work? _____

d. Please list any days or hours that you would **not be available** to work: _____

e. Would you be willing to work overtime if required? Yes No

f. Would you be willing to travel if your job required it? Yes No

Employment History (List all jobs in the last 3 years) - DO NOT indicate "see attached resume"

| | | |
|-------------------|--|--------------------|
| Employer: | Telephone Number: | Supervisor's Name: |
| Type of Business: | Address (include city & zip code) | |
| Your Job Title: | Dates Employed (month & year) From: _____ To: _____ | |

| | |
|---------|---------------------|
| Duties: | |
| Salary: | Reason for Leaving: |

| | | |
|-------------------|--|--------------------|
| Employer: | Telephone Number: | Supervisor's Name: |
| Type of Business: | Address (include city & zip code) | |
| Your Job Title: | Dates Employed (month & year) From: _____ To: _____ | |
| Duties: | | |
| Salary: | Reason for Leaving: | |

Use additional sheets of paper if necessary. Please explain any gaps in employment in the comments section below.

Comments (including explanation of any gaps in employment): _____

Skills & Qualifications. Summarize any special skills and qualifications acquired from employment or other experiences that may qualify you with the City. _____

Professional References Please provide at least three (3) professional references. It is strongly preferred if the references have a definite knowledge of your qualifications for the position. **DO NOT** include relatives as a reference.

| Name | Phone Number And E-Mail | Years Known | How Known |
|------|-------------------------|-------------|-----------|
| | | | |
| | | | |
| | | | |

Certification and Signature

The City of Bethel is a drug-free workplace in compliance with the Title 41, Sect 81, USC; Drug-Free Workplace Act of 1988. All federally controlled substances, including marijuana, are prohibited. Applicants must be able to pass a pre-employment drug screen as a condition of employment.

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment or dismissal from City service if discovered after employment, and under some circumstances may result in prosecution for a crime.

- I certify that all statements contained herein are true and complete whether made by me or others at my request.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize the City of Bethel to check employment references and verify education information provided on this employment application and as disclosed in any interview process.
- I understand I may be required to provide a driving record if the position for which I am applying requires driving.
- **I understand that I may be asked to submit to a pre-employment drug test and/or criminal history background- check as a condition of employment.**
- I release the City of Bethel and all providers of information from any liability as a result of furnishing and receiving any information to the City of Bethel's hiring process.
- I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between the City of Bethel and myself or to provide any other benefit.
- I agree that if I am offered employment with the City of Bethel, it will be an at-will employment, unless different terms are agreed to in writing, in advance, by the City Manager.
- I understand that as an at-will employee, employment is subject to termination at any time without cause and without notice.

Signature: _____ Date: _____

To submit your application, be sure to sign and date it.

Email a scanned copy to humanresources@cityofbethel.net.

You may also drop off a printed copy at Bethel City Hall, 300 State Highway or mail to Human Resources at PO Box 1388, Bethel AK 99559.

Equal Opportunity Employer

The City of Bethel does not discriminate on the basis of race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, political affiliation, genetic information, pregnancy, parenthood, status as a disabled veteran, or any other status or condition protected under federal, state and local laws in employment.