

CITY OF BETHEL STANDARD EMPLOYMENT APPLICATION



Directorate of Human Resources
 PO Box 1388
 300 State Highway
 Bethel, AK 99559
 907-543-1371 (ph) 907-543-4171 (fax)
humanresources@cityofbethel.net
 (email)

(This section for official use only)



Received: _____

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.
 IF YOU REQUIRE MORE SPACE TO COMPLETE YOUR ANSWERS, ATTACH ADDITIONAL PAGES AS NEEDED.**

JOB INFORMATION

| | |
|---------------------------------|--------------|
| * PCN#: (from the job posting): | * JOB TITLE: |
|---------------------------------|--------------|

CONTACT INFORMATION

| | | |
|-----------------|---|-------------|
| * FIRST NAME | MIDDLE INITIAL | * LAST NAME |
| * ADDRESS | | |
| * CITY | * STATE | * ZIP |
| * PRIMARY PHONE | ALTERNATE PHONE | |
| * EMAIL ADDRESS | * WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER | |

EDUCATION - HIGH SCHOOL

| | | |
|---|------|-------|
| DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> | | |
| SCHOOL NAME | CITY | STATE |

EDUCATION - COLLEGE/UNIVERSITY

| | | |
|------------------------------|---|---|
| SCHOOL NAME | DEGREE RECEIVED | |
| SCHOOL LOCATION (CITY/STATE) | DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED: |
| MAJOR | | |
| SCHOOL NAME | DEGREE RECEIVED | |
| SCHOOL LOCATION (CITY/STATE) | DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/> | <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED: |
| MAJOR | | |

DRIVER'S LICENSE INFORMATION

| | | |
|---|--------------------|-------|
| * IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/> | STATE WHERE ISSUED | CLASS |
|---|--------------------|-------|

CERTIFICATES & LICENSES

| | | |
|----------------|--------------------------|------------------------------|
| TYPE | DATE ISSUED (MONTH/YEAR) | EXPIRATION DATE (MONTH/YEAR) |
| LICENSE NUMBER | ISSUING AGENCY | |
| TYPE | DATE ISSUED (MONTH/YEAR) | EXPIRATION DATE (MONTH/YEAR) |
| LICENSE NUMBER | ISSUING AGENCY | |

***WORK HISTORY**

| | | | |
|-----------------------|----------------|----------|--------------------|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | | SUPERVISOR (NAME) |
| HOURS WORKED PER WEEK | MONTHLY SALARY | | SUPERVISOR (TITLE) |
| DUTIES | | | |

REASON FOR LEAVING

| | | | |
|-----------------------|----------------|----------|--------------------|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | | SUPERVISOR (NAME) |
| HOURS WORKED PER WEEK | MONTHLY SALARY | | SUPERVISOR (TITLE) |
| DUTIES | | | |

REASON FOR LEAVING

ADDITIONAL INFORMATION

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

REFERENCES

Please list references you wish to include (Personal/Professional). Please include: Name, title, phone number, email, and mailing address.

CITY WIDE QUESTIONS

The purpose of the following questions is to obtain additional job related information to evaluate you for the position "TO WHICH" you are applying or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. **You must answer all questions which are marked with an *.**

1. ***Are you currently a City of Bethel resident?**

Yes

No

2. ***Do you have a legal right to accept employment in the United States?**

Yes No

3. ***If you are a male ages 18 through 25 and living in the U.S. you are required to register with Selective Service. It's the law. You may be denied employment if you have not registered. Have you complied with this requirement?**

Yes

No

Not Applicable to Me

4. *Have you ever been convicted of a felony, regardless of when the offense occurred?

Note: For purposes of application with the City of Bethel this includes **all** felony convictions, no matter when they occurred, even if you have received and/or completed a Suspended Imposition of Sentence, and even if the conviction has been set aside or expunged.

A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with the City of Bethel.

You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with the City of Bethel.

If you are selected to advance to the interview phase you may be asked to provide a copy of your judgment. The judgment will be used to determine if there is a nexus to the position prior to advancement.

Felony conviction? If yes, you must answer the question below.

Yes No

5. If you answered "Yes" to the felony conviction question you must provide an explanation including date and type of conviction(s):

6. *Have you been convicted of a misdemeanor within the past five (5) years?

Note: For purposes of application with the City of Bethel this includes **all** convictions, even if you have received and/or completed a Suspended Imposition of Sentence, and even if the conviction has been set aside or expunged.

A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with the City of Bethel.

You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with the City of Bethel.

Misdemeanor conviction? If yes, you must answer the question below.

Yes No

7. If you answered "Yes" to the misdemeanor conviction question you must provide an explanation including date and type of conviction(s):

10. Military Service Only (you will be required to submit a copy of your DD Form 214):

Have you ever served on active duty with any branch of the U.S. Military, in any capacity?

If so, which branch, periods of service, and type of discharge received:

| Branch | Period of Service | Type of Discharge |
|--------|-------------------|-------------------|
|--------|-------------------|-------------------|

Were you ever convicted in any trial by Special or General Court-Martial? ___ YES ___ NO

11. If you are a current or former City of Bethel employee, do you have Transfer or Rehire rights to the job class to which you are applying?

Yes No

12. *Are you related to any person currently working for the department of the position to which you are applying?

Note: All applicants are required to disclose this information. City Policy prohibits employees from being in an employment relationship with an immediate family member, including a conjugal relationship that is not a legal marriage or with an individual who is related within and including the second degree of kindred (spouse, domestic partner, children, step children, parent, step parent, sibling, step sibling, grandparent, aunt, uncle).

If you answer "Yes", you must disclose the employee's name and your relationship if you are selected for an interview.

Yes No

13. *Do you have any periods of employment that are not documented in the Work Experience section of your application?

Note: If "Yes", you are required to disclose this information in the section provided below.

Yes No

13. Periods of employment not listed in the Work Experience section of my application are:

14. How did you learn of this job opening? (Check all that apply)

- Alaska.Jobs
- Alaska Job Center
- ALEXsys - Alaska's Job Bank
- Alaska Native Business & Resource Directory Advertisement
- Alaska Native Job Bank Advertisement
- Current or Former Employee
- Friend or Family Member
- Flyer
- Job Fair
- News
- Online Job Boards (i.e. Alaska List, Career Builder, Craigslist, Dice.com, Monster, etc.)
- Professional Association/Membership/Affiliation
- Professional Magazine
- Radio
- School or College Counselor or Other Official
- Social Networking (i.e. Twitter, LinkedIn, Facebook, etc.)
- State of Alaska Department or Agency Internet Recruitment Site
- State of Alaska Division of Vocational Rehabilitation
- State of Alaska Recruiter
- State of Alaska Website
- Television
- Workplace Alaska Job Openings
- Word of Mouth
- Other - Please complete text box below.

15. If you answered "Other" to the question above or have any additional specific information regarding this topic please enter your response here.

**16. Equal Employment Opportunity Survey
Applicant Demographic Information**

Important Note: Your privacy is protected. Your voluntary responses are treated in a highly CONFIDENTIAL manner. Your answers are NOT released to the hiring manager or hiring panel. The information is visible only to Human Resource staff, consistent with State and Federal equal employment opportunity laws.

What is your sex?

- Female Male

17. What is your date of birth? (mm/dd/yyyy)

18. What is your race/ethnicity?

Note: Please select the one category with which you most identify.

- Alaska Native - All persons having origins in any of the original peoples of Alaska and who maintain cultural identification through tribal affiliation or community attachment. The term "Alaska Native" represents many separate groups of people with distinct ethnic and cultures throughout Alaska. Alaska Native peoples include Inupiaq, Yup'ik/Cup'ik, Alutiiq, Aleut, Eyak, Athabaskan (comprising eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.
- African American / Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- American Indian / Native American - All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The term "American Indian/Native American" represents many separate groups of people with distinct ethnic and cultures throughout the lower 48.
- Asian or Pacific Islander - "Asian" refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. "Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.
- Hispanic / Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White / Caucasian (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPLICANT DECLARATIONS

Please read carefully before submitting this document:

I *certify* the information I have entered on this form is true to the best of my knowledge. I understand if I conceal or enter false information on this form, my name may be removed from consideration for a job, or I may be removed from my job, if hired. I understand the information in this profile may be released in an authorized legal investigation; and before I am hired I will be required to sign an official City Form certifying these statements are true. I agree that the City of Bethel, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information.

This application, a printed copy of the job posting with any supplemental questions answered, and any required documentation must be submitted, **prior to the position closing**, to:

Directorate of Human Resources
PO Box 1388, 300 State Highway
Bethel, AK 99559

Bethel: 907-543-1371
Fax: 907-543-4171
Email: humanresources@cityofbethel.net

The City of Bethel complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 907-543-1371 or correspond with the Directorate of Human Resources at the address above.

The City of Bethel is an equal opportunity employer.

X _____
SIGNATURE OF APPLICANT DATE