



# CITY OF ADAK

# APPLICATION FOR EMPLOYMENT

P.O. BOX 2011, ADAK, AK 99546

Phone: (907) 592-4500 • FAX (907) 592-4262

**EQUAL OPPORTUNITY:** The City of Adak, Alaska is an equal opportunity employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, age, sexual orientation or handicap. The City of Adak affirmatively seeks to employ and advance qualified Vietnam veterans and disabled veterans. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

**INSTRUCTIONS:** Print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. On each additional page, include your name, the position title for which you are applying, and the specific section of this application form that you are continuing to an additional page. You may also attach copies of résumés, documents or certificates which support your application. All materials submitted become the property of the City of Adak and will not be returned. Nothing can be added to your application after the announcement period has closed. All statements made on the application are subject to verification. Failure to follow these instructions may be cause for rejection of the application. Illegible or incomplete applications may be rejected. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. My initials at the end of this sentence affirm that I have read and understand these instructions.

## PERSONAL INFORMATION

LAST NAME	FIRST	M.I.	OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN		
MAILING ADDRESS					
RESIDENCE ADDRESS, IF DIFFERENT FROM ABOVE					
SOCIAL SECURITY NUMBER		TELEPHONE NUMBER		ALTERNATE NUMBER WHERE YOU MAY BE REACHED	
ARE YOU 18 YEARS OF AGE OR OLDER (21 YEARS OF AGE FOR POLICE APPLICANTS)?				YES	NO
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES? IF OFFERED EMPLOYMENT YOU WILL BE REQUIRED TO PRESENT EVIDENCE OF YOUR RIGHT TO WORK.				YES	NO
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT WITH THE CITY OF ADAK?				YES	NO
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY OF ADAK? IF YES, COMPLETE THE FOLLOWING INFORMATION:				YES	NO
JOB TITLE/DEPARTMENT:		DATES: FROM		TO	
LIST ANY RELATIVES OR MEMBERS OF YOUR HOUSEHOLD WHO ARE EMPLOYED BY THE CITY OF ADAK.					
NAME:			JOB TITLE/DEPARTMENT:		

**DRIVER'S LICENSE** (1) You must possess a valid driver's license. (2) Any special endorsements must be current and valid. (3) If you are offered employment by the City of Adak, and your driver's license is from another state, you will be required as a condition of employment to obtain a valid Alaska State Driver's License before you can begin work.

NUMBER	STATE	EXPIRATION DATE	CLASSIFICATION		
DO YOU AUTHORIZE THE CITY OF ADAK TO INVESTIGATE YOUR DRIVING RECORD? IF YES, THE CITY MAY, AT ITS DISCRETION, OBTAIN AN ABSTRACT OF YOUR DRIVING RECORD FROM THE APPLICABLE DEPARTMENT OF MOTOR VEHICLES.				YES	NO

## EMPLOYMENT DESIRED

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING?		
DO YOU WISH TO WORK:                                    ___ FULL TIME    ___ PART TIME    ___ TEMPORARY IF PART TIME, SPECIFY DAYS & HRS. PER WEEK		
WHAT IS YOUR MINIMUM SALARY REQUIREMENT? \$	PER	DATE AVAILABLE FOR WORK:
DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US? SPECIFY COMMITMENTS:	YES	NO

**EDUCATION:** Educational qualifications are subject to verification. If an offer of employment is made, you may be asked to provide dates of attendance to facilitate verification.

School	Name of School and Location	Dates Attended/ Course of Study	# of Years Completed	Did You Graduate	Degree/Diploma
High				Yes ___ No ___	
College				Yes ___ No ___	
Other (Specify)				Yes ___ No ___	

## MILITARY SERVICE

DATES OF U.S. MILITARY SERVICE				BRANCH OF SERVICE		RANK AT SEPARATION	
FROM		TO		IF YOU ARE CLAIMING PREFERENCE AS A VETERAN OR DISABLED VETERAN, YOU MUST ATTACH A COPY OF YOUR DD-214 FORM AND/OR YOUR V.A. DISABILITY LETTER AND CLAIM NUMBER			
MONTH	YEAR	MONTH	YEAR				
LIST ANY SPECIALIZED TRAINING RECEIVED IN THE MILITARY							
OPTIONAL: LIST ANY MEDALS, COMMENDATIONS, OR AWARDS RECEIVED IN THE MILITARY							

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR RECORD OF EMPLOYMENT?							YES	NO	
(JOB 1) PRESENT OR MOST RECENT JOB					EMPLOYER				
FROM		TO		TOTAL TIME		ADDRESS			
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER			
						YOUR JOB TITLE			
HOURS PER WEEK					SUPERVISOR'S NAME & TITLE				
STARTING SALARY \$					PER		REASON FOR LEAVING POSITION		
LAST SALARY \$					PER				
SPECIFIC DUTIES (INCLUDE NUMBER OF EMPLOYEES SUPERVISED IF APPLICABLE)									

(JOB 2) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES (INCLUDE NUMBER OF EMPLOYEES SUPERVISED IF APPLICABLE)											

(JOB 3) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES (INCLUDE NUMBER OF EMPLOYEES SUPERVISED IF APPLICABLE)											

(JOB 4) PREVIOUS JOB						EMPLOYER					
FROM		TO		TOTAL TIME		ADDRESS					
MO.	YR.	MO.	YR.	YRS.	MOS.	TELEPHONE NUMBER					
						YOUR JOB TITLE					
HOURS PER WEEK						SUPERVISOR'S NAME & TITLE					
STARTING SALARY \$ PER						REASON FOR LEAVING POSITION					
LAST SALARY \$ PER											
SPECIFIC DUTIES (INCLUDE NUMBER OF EMPLOYEES SUPERVISED IF APPLICABLE)											

**SPECIAL SKILLS**

WHAT COMPUTER EXPERIENCE DO YOU HAVE (MAC OR PC)?			
WHAT SOFTWARE ARE YOU PROFICIENT WITH?			
LIST LIGHT AND/OR HEAVY EQUIPMENT YOU ARE QUALIFIED TO OPERATE:			
EQUIPMENT	LEVEL OF SKILL	CERTIFIED?	YEARS OF OPERATING EXPERIENCE

OTHER SKILLS NOT PREVIOUSLY LISTED:
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**MISCELLANEOUS INFORMATION**

IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT PHYSICAL EXAMINATION?	YES	NO
IF OFFERED A JOB, ARE YOU WILLING TO UNDERGO A PRE-EMPLOYMENT DRUG SCREENING TEST?	YES	NO
CAN YOU PERFORM THE BONA FIDE OCCUPATIONAL QUALIFICATIONS OF THE JOB YOU HAVE APPLIED FOR (WITH OR WITHOUT ACCOMMODATION)?	YES	NO
WITHIN THE LAST SEVEN YEARS, HAVE YOU BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS) A "YES" REPLY DOES NOT AUTOMATICALLY DISQUALIFY YOU.	YES	NO
HAVE YOU EVER BEEN CONVICTED OF OR ARE YOU PRESENTLY CHARGED WITH A CRIME (OTHER THAN MINOR TRAFFIC VIOLATIONS)?	YES	NO

**PROFESSIONAL REFERENCES:** List three professional or business references who are not your relatives or employees of the City of Adak. State the nature of your business relationship (i.e., co-worker, supervisor, associate)

NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN

**PERSONAL REFERENCES:** List three personal references who are not your relatives or employees of the City of Adak. State the nature of your relationship (i.e., friend, landlord, etc.)

NAME	ADDRESS	PHONE	RELATIONSHIP	YEARS KNOWN

**IMPORTANT: READ EACH SECTION BELOW CAREFULLY AND COMPLETELY. IF YOU DO NOT UNDERSTAND ANY PORTION OF THE STATEMENTS BELOW, ASK FOR CLARIFICATION. YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTAND EACH OF THE PROVISIONS LISTED AND THAT YOU AGREE TO ABIDE BY THE CONDITIONS STATED THEREIN.**

**NOTICE TO PERSONS WITH DISABILITIES:** Testing arrangements to accommodate persons with disabilities will be made upon request of the applicant. If accommodation is requested, the applicant will be required to state what accommodation is needed.

**HOW TO APPLY:** Applications for employment should be submitted on official application forms to the City of Adak at the address shown on page 1 of this application form. Submit one application for each position. It is your responsibility to keep your application up to date. An application may be rejected which is received unsigned, incomplete, or after the closing date specified on the job announcement.

**EXAMINATION PROCEDURE:** You will be notified within four weeks of the closing date of the job announcement regarding any testing procedures which may be involved in the hiring process. Any part of the announced examination may be eliminated if there are an insufficient number of applicants to justify giving the complete examination.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** Applicants selected for employment may be required to pass a medical examination given by a physician designated by the City of Adak.

**PAY PLAN:** New employees ordinarily start at the minimum rate in the salary range.

**PROBATIONARY PERIOD:** Employees serve a probationary period as determined by city policy (6 months). Termination of employment during the probationary period may be with or without cause and is not subject to any appeal process.

**DRUG POLICY:** It is the policy of the City of Adak to maintain a drug free workplace. Employees who are observed in possession of or using controlled substances (drugs) will be terminated and may have criminal actions filed against them. Employees in certain positions are subject to federal laws requiring pre-employment, post-accident, and random drug testing.

**AGREEMENT:** I certify that the information contained in this application is correct to the best of my knowledge and I understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, is ground for termination. I authorize any of the persons or organizations referenced in this application to give the City of Adak any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I authorize the City of Adak to request and receive such information.

I understand that my employment can be terminated at any time for any reason that is not violative of law, at the discretion of either the City of Adak or myself. I understand that no management official other than the City Manager or City Council, as set forth by the Adak Municipal Code, has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I agree to comply with the City of Adak rules, regulations and policies, and acknowledge that these rules, regulations and policies may be changed, interpreted, withdrawn, or supplemented any time, and without prior notice to me.

I understand that this application and any other documents which I may receive are not contracts of employment.

**RELEASE:** I hereby release and hold harmless any person, corporation, company or other entity from any and all possible damages, direct or consequential, immediate or remote, of all forms or types, that I may sustain or allege to sustain by virtue of that person, corporation, company or other entity complying with my request to fully and completely comply with the investigation, inquiry or interests of the City of Adak, to whom I have made an application of employment and is the bearer of this authorization.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_