



APPLICATION FOR EMPLOYMENT
PERSONNEL DEPARTMENT
155 South Seward Street, Juneau, Alaska 99801

PRINT IN BLACK INK OR TYPE. A separate application must be submitted for each job position for which you apply. You may make copies of this application and then enter different job titles and job announcement numbers but your original signature is required on each application submitted. **Information on resumes will not be accepted in lieu of a full and complete response to each area of this application.** If you are selected for an interview or further examination, you must be able to provide TWO different documents establishing your identification to determine eligibility for employment pursuant to federal law. (For a list of acceptable forms of identification, please see the U.S. Department of Justice Immigration and Naturalization service List of Acceptable Documents form contained in this application.)

1. Job Title _____ 2. Job Announcement # _____

PERSONAL DATA

3. Name _____
(LAST) (FIRST) (MIDDLE)

4. Other names under which you have worked _____

5. Mailing address _____

6. Telephone Number () (CITY) () (STATE) (ZIP)
(HOME) (WORK)

7. Social Security Number _____

8. Are you a U.S. citizen or an alien authorized to work in the United States?
Proof of citizenship or immigration status will be required upon employment. Yes No

Yes No

9. Are you a resident of the City and Borough of Juneau?

10. Are you 18 years of age or older? Yes No

11. If you are **less** than 18 years old, what is your birth date? _____

12. Have you been convicted of a misdemeanor within the past five years? Yes No
If yes, describe in full _____

Have you ever been convicted of a felony? Yes No
If yes, describe in full _____

The existence of a criminal record is not an absolute bar to employment with the City and Borough of Juneau.

13. Are you currently or have you ever been employed by CBJ? Yes No

(City/Borough employees cannot hold more than one position concurrently without prior approval of the Personnel Director.)

Position Title and Dates of Employment with CBJ _____

14. Relatives by blood or marriage employed by the City and Borough of Juneau:

Name	Relationship	Department

EMPLOYMENT HISTORY

Include all employment, military experience and volunteer work for at least the past five years. If earlier job history is pertinent, it should also be included. Additional Employment History pages are available for your use. It is important to complete all information for each type of employment listed even if you attach a resume. Stating "See Resume" is not adequate.

24.

Dates of employment	Employer Name:	
From: To:	Employer Phone Number:	
Starting Salary: Per:	Address:	
Final Salary: Per:	Your Last Job Title:	
Hours per Week:	Supervisor's Name:	Title:
No. Supervised:	May we contact this employer as a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for leaving:		

25.

Dates of employment	Employer Name:	
From: To:	Employer Phone Number:	
Starting Salary: Per:	Address:	
Final Salary: Per:	Your Last Job Title:	
Hours per Week:	Supervisor's Name:	Title:
No. Supervised:	May we contact this employer as a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for leaving:		

26.

Dates of employment	Employer Name:	
From: To:	Employer Phone Number:	
Starting Salary: Per:	Address:	
Final Salary: Per:	Your Last Job Title:	
Hours per Week:	Supervisor's Name:	Title:
No. Supervised:	May we contact this employer as a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for leaving:		

27.

Dates of employment	Employer Name:	
From: To:	Employer Phone Number:	
Starting Salary: Per:	Address:	
Final Salary: Per:	Your Last Job Title:	
Hours per Week:	Supervisor's Name:	Title:
No. Supervised:	May we contact this employer as a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Reason for leaving:		

SPECIAL QUALIFICATIONS

28. List types of electronic and mechanical equipment or machinery that you are qualified to:

Operate

Repair

29. List three references (not relatives or employers) who have knowledge of your character, experience and ability.

Name

Mailing Address

Telephone Number

30. For which of the following types of positions are you available:

Full-time

Temporary

Seasonal

Part-time

31. How soon would you be able to report for work after being notified that you had been hired? _____

32. Comments: _____

CERTIFICATE OF APPLICANT AND AUTHORIZATION TO VERIFY INFORMATION

Important: Please read before signing this application.

I HEREBY CERTIFY that all the information made on, or in connection with, this application is true and complete to the best of my knowledge and belief, and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of application, removal from eligible lists or discharge from employment. I understand that consideration for employment in this position is contingent upon the results of a reference and/or background check. I therefore authorize the City and Borough of Juneau to investigate all statements made on my application for employment, and to discuss the results of its investigations with those responsible for hiring. I further authorize the City and Borough of Juneau to contact my former employers and any listed references or other persons who can verify information. I give my consent for former employers and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employers or other persons providing information to the City and Borough of Juneau. I understand that the benefits, rules and policies of the City and Borough of Juneau may be changed, modified, eliminated or added to at any time at the City and Borough of Juneau's sole discretion and without prior notice.

Date _____ Signature _____

SSN _____ Name (Print) _____

Check your application! Be sure you have filled it in completely.
Check the job announcement! Does it require any special enclosures? Have you attached them?

Job Announcement No.: _____ Social Security Number: _____

Job Title: _____ Date: _____

City and Borough of Juneau Equal Employment Opportunity Data

TO ALL APPLICANTS

The information requested on this page is being gathered by the Personnel Department for CBJ's Affirmative Action Program and to fulfill federal Equal Employment Opportunity reporting requirements. Your responses are strictly voluntary, but we urge you to complete all items. Failure to provide this information will not subject you to adverse effects. This page is detached from your application before the application is forwarded to the hiring department.

A. Date of Birth: _____

B. Racial/Ethnic/Gender Data

Definitions of Racial/Ethnic Groups

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

Alaskan Native:	Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. Alaskan 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 or 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
a. American Indian/Alaska Native	<input type="checkbox"/> K	<input type="checkbox"/> F
b. Asian or Pacific Islander	<input type="checkbox"/> J	<input type="checkbox"/> E
c. Hispanic	<input type="checkbox"/> I	<input type="checkbox"/> D
d. African-American	<input type="checkbox"/> H	<input type="checkbox"/> C
e. White	<input type="checkbox"/> G	<input type="checkbox"/> B

C. How did you find out about this position?

- | | |
|--|---|
| a. <input type="checkbox"/> Job Service | f. <input type="checkbox"/> City and Borough Employee |
| b. <input type="checkbox"/> Posted Job Announcement | g. <input type="checkbox"/> TV Scanner Channel 4 |
| c. <input type="checkbox"/> Newspaper | h. <input type="checkbox"/> Other |
| d. <input type="checkbox"/> Professional Publication | i. <input type="checkbox"/> Internet |
| e. <input type="checkbox"/> Friend | |

Veteran's Information

Branch of Service _____ Dates of Active Duty _____

Served in Vietnam? _____

U.S. Department of Justice
Immigration and Naturalization Service

LISTS OF ACCEPTABLE DOCUMENTS

LIST A
Documents that Establish Both Identity
and Employment Eligibility

1. U.S. Passport (*unexpired or expired*)
2. Certificate of U.S. Citizenship (*INS Form N-560 or N-570*)
3. Certificate of Naturalization (*INS 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 photography (*INS Form I-688B*)

OR

LIST B
Documents that Establish Identity

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

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

AND

LIST C
Documents that Establish
Employment Eligibility

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 State bearing an official seal.
4. Native American tribal document.
5. U.S. Citizen ID Card (*INS Form I-197*)
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*)