

KETCHIKAN GATEWAY BOROUGH

Office of the Borough Manager 344 Front Street Ketchikan, Alaska 99901

Georgianna Zimmerle

Borough Manager

(907) 228-6625

Fax: (907) 247-6625

mgr_office@borough.ketchikan.ak.us

The attached Ketchikan Gateway Borough position application is accepted by the Borough **only** for positions which are advertised as being open. We do not accept nor do we keep on file unsolicited resumes or applications.

For full job descriptions of open positions with the Borough in either Word or WordPerfect format you can email mgr_office@borough.ketchikan.ak.us or you can telephone 907-228-6625 or you can fax your request to 907-247-6625.

You may fill out the application and fax or email it to us in response to a position opening, however, we request an original signed copy be forwarded via US Mail to Ketchikan Gateway Borough, 344 Front Street, Ketchikan, AK 99901

Thank you for your interest in employment with the Borough. We will look forward to hearing from you.

KETCHIKAN GATEWAY BOROUGH

Office of the Borough Manager, 344 Front Street, Ketchikan, Alaska 99901

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EMPLOYMENT APPLICATION

POSITION FOR WHICH YOU ARE APPLYING: _____

NAME: Last, First, Middle Initial _____		Social Security Number _____	
MAILING ADDRESS: _____			
RESIDENCE ADDRESS: _____			
HOME PHONE: _____		BUSINESS PHONE: _____	
___ Permanent Full Time		___ Permanent Part Time	
___ Temporary Full Time		___ Temporary Part Time	
Date you are available for work: _____			

The Ketchikan Gateway Borough is an equal employment opportunity employer.

Have you ever been employed by the Ketchikan Gateway Borough? ___ Yes ___ No

Are you a U.S. citizen or an alien authorized to work in the United States? ___ Yes ___ No

Are you a resident of the Ketchikan Gateway Borough? ___ Yes ___ No

Are you 18 years of age or older? ___ Yes ___ No

If you are less than 18 years old, what is your birthdate? _____

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 _____

Relatives by blood or marriage employed by the Ketchikan Gateway Borough:

Name	Relationship	Department

EDUCATION

Did you graduate from high school or receive a GED? ___ YES ___ NO

If you answered "no" above, please give 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 by name and course number.

Name and Address of School	Dates Attended				College Hours Completed				Year Graduated	Degree Received or Major
	From	To								

Please list any machines or equipment you can operate:

Please list any machines or equipment you can repair:

This is to certify that I can type _____ words per minute.

This is to certify that I can take shorthand at _____ words per minute.

PLEASE GIVE EMPLOYMENT HISTORY FOR THE PAST TEN YEARS. GIVE EARLIER HISTORY, IF APPLICABLE TO THE POSITION FOR WHICH YOU ARE APPLYING. START WITH PRESENT JOB AND WORK BACKWARDS.

From: _____ Employing Firm: _____
 To: _____ Firm Address: _____
 Hrs. Per Week: _____ Firm Telephone: _____
 Last Salary: _____ Specific Duties: _____
 Title: _____
 Number Supervised: _____
 Supervisor's Name: _____

 Reason For Leaving: _____
 May we contact your present employer? Yes No

From: _____ Employing Firm: _____
 To: _____ Firm Address: _____
 Hrs. Per Week: _____ Firm Telephone: _____
 Last Salary: _____ Specific Duties: _____
 Title: _____
 Number Supervised: _____
 Supervisor's Name: _____

 Reason For Leaving: _____

From: _____ Employing Firm: _____
 To: _____ Firm Address: _____
 Hrs. Per Week: _____ Firm Telephone: _____
 Last Salary: _____ Specific Duties: _____
 Title: _____
 Number Supervised: _____
 Supervisor's Name: _____

 Reason For Leaving: _____

From: _____ Employing Firm: _____
 To: _____ Firm Address: _____
 Hrs. Per Week: _____ Firm Telephone: _____
 Last Salary: _____ Specific Duties: _____
 Title: _____
 Number Supervised: _____
 Supervisor's Name: _____

 Reason For Leaving: _____

Please use a separate page for any additional work history you may need to list.

Do you have a valid Alaska driver's license? ____ Yes ____ No

Driver's License # _____

Commercial Driver's License # _____

PERSONAL REFERENCES (Please do not list former employers or relatives.)

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMENTS BY APPLICANT. Please feel free to comment on anything else you feel is pertinent to your application.

I hereby certify, to the best of my knowledge, the information given on this application is true and complete. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of application, removal from eligible lists or removal from employment. I further authorize reasonable investigation of my personal history, as it relates to my capability to hold the position, and work record.

Signature of Applicant

Date