

Position Applied For:	Date:
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Employment Application



City of Homer-Personnel Office
491 E. Pioneer Avenue
Homer, AK 99603
Tele: (907)435-3103
Fax: (907)235-3148
personnel@cityofhomer-ak.gov

We appreciate the time you spend completing this application. Please complete all portions of this application. The City, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Personnel Office.

(Please Type or Print)

How did you learn about us: Newspaper __ Job Service __ Craig's List __ City Website __ Other _____			
Name:	Last	First	Middle
Mailing Address:	Street	City	State Zip Code
Telephone #'s:	Home	Cell	
E-Mail Address:			
Have you previously filed an application?	Yes (Date)	No	
Have you ever been employed with the City?	Yes (Date)	No	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment)	Yes	No	
On what date would you be available for work?	Date:		
Can you travel if the job requires it?	Yes	No	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment)	Yes	No	
If yes please explain:			
Are you 18 years of age or older?	Yes	No	

Education

Name of High School Years Completed Diploma	
Name of College Course of Study Years Completed Degree	
Name of College Course of Study Years Completed Degree	
Other-	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.	
Describe any job-related training received in the United States military.	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status.	

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. Attach additional pages if necessary.

Employer:		Permission to contact? Y/N
Address:		
Telephone:	Job Title:	
Supervisor:	Reason for leaving:	
Employed: From:	To:	Final rate of pay:
Duties:		
Employer:		Permission to contact? Y/N
Address:		
Telephone:	Job Title:	
Supervisor:	Reason for leaving:	
Employed: From:	To:	Final rate of pay:
Duties:		
Employer:		Permission to contact? Y/N
Address:		
Telephone:	Job Title:	
Supervisor:	Reason for leaving:	
Employed: From:	To:	Final rate of pay:
Duties:		
Employer:		Permission to contact? Y/N
Address:		
Telephone:	Job Title:	
Supervisor:	Reason for leaving:	
Employed: From:	To:	Final rate of pay:
Duties:		
Employer:		Permission to contact? Y/N
Address:		
Telephone:	Job Title:	
Supervisor:	Reason for leaving:	
Employed: From:	To:	Final rate of pay:
Duties:		

Additional Information

Knowledge and Specialized Skills:

What type of computers and software have you used?

What type of heavy equipment have you used?

Other qualifications specific to this position?

List any certifications you have received:

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse.

State any additional information you feel may be helpful to us in considering your application

Professional References

Name:

Address:

Telephone:

Relationship:

Name:

Address:

Telephone:

Relationship:

Name:

Address:

Telephone:

Relationship:

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied?

Circle One: YES NO

APPLICANT'S STATEMENT

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

Applicant Name: _____

Signature of Applicant: _____ **Date:** _____

Please *sign* or *type* your name as your electronic signature



City of Homer

Equal Employment Opportunity Voluntary Information

The information requested on this page is being gathered by the Personnel Department for the City of Homer's Affirmative Action Program and to fulfill federal Equal Employment Opportunity reporting requirements. Your response is strictly voluntary, but we urge you to complete all items. This page is detached from your application before the application is forwarded to the hiring department.

Date:

Position Applied For:

Last Name:

First Name:

Middle:

Birth Date:

Sex: Male Female

Race and Ethnic Information

√	Race/Ethnic	Definition
	Alaska Native	Any person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaska native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, 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, for example, China, Japan, Korea, the Philippine Islands and Samoa.
	Black	Any person having origins in any of the Black racial groups of Africa (not of Hispanic origin).
	Hispanic	Any person of Mexico, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
	White	Any person having origins of any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).