



# KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 210, Ketchikan, Alaska 99901

• Telephone: (907) 228-6625 • Fax (907) 228-6684



## Application for Employment

Print off form and complete by hand.

You may then mail, fax, scan and email it to [managersoffice@kgbak.us](mailto:managersoffice@kgbak.us), or bring it to our office.

*The Borough is an equal opportunity employer. The Borough will not consider race, color, religion, sex, disability, national origin or any other basis protected by statute in employment, promotion or compensation*

**Criminal history information is required.**

### Position for which you are applying:

#### Personal Information

#### Education/Skills

|   |              |   |                        |     |
|---|--------------|---|------------------------|-----|
| First Name                                | Last Name    | Middle  | Social Security Number |     |
| Mailing Address                           | (Street/Box) | City  | State                  | Zip |
| Residence Address                         |              |   |                        |     |
| Home Telephone Number (include area code) |              | Business/Message/Fax Number (include area code) |                        |     |
| Email address:                            |              |   |                        |     |

#### Education/Skills

Are you authorized to work in the U.S. on an unrestricted basis?      Yes     No

Are you over the age of 18?                      Yes     No  If no, give birthdate:

#### Required Criminal History information.

**If an application is turned in without a completed appeal form, the application will not be accepted.**

Have you ever been convicted of a felony?                      Yes     No

Have you been convicted of a misdemeanor in the last five years?    Yes     No

If you answered yes to either of the two preceding questions, please go to our website <http://www.kgbak.us/DocumentCenter/View/1992> for a copy of the Borough's Eligibility for Hire Policy and Appeal form and bring it to the Borough Manager's office with your application. Once the appeal form is reviewed, you will be notified of the status of your application.

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

If yes, please list the dates, departments and last name used if different from your present name.

Have you failed or refused a DOT Pre-employment drug test in the past 2 years? Yes  No

Who referred you to us? Ad  Internet  Borough employee  Friend  Other

Date you are available to start:

### Relatives Employed By the Ketchikan Gateway Borough

Name

Relationship

Department

### Education/Skills

Did you graduate from High School or receive a GED? Yes  No  If no, 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 courses by name.

| School Name and Address | Dates Attended |    | Semester/<br>Quarter<br>Hours<br>Completed | Year<br>Graduated | Degree Received and Major |
|-------------------------|----------------|----|--|-------------------|---------------------------|
|                         | From           | To |  |                   |                           |
|                         |                |    |  |                   |                           |
|                         |                |    |  |                   |                           |
|                         |                |    |  |                   |                           |

If you can operate any machines or equipment applicable to this job, please list them:

If you have any other skills relevant to this job, please list them.

If you have a working knowledge of any computer programs you believe applicable to this job, please list them.

This is to certify that I can type \_\_\_\_\_ words a minute.

Do you have a valid Alaska Driver's License?

Yes  No

\*If no are you licensed to drive in another state would you be eligible to obtain a valid Alaska license?

Yes  No

Do you have a commercial Driver's license?

Yes  No

**Have a Resume? You can attach, or add it below.**

## Employment History

List employment history for at least the past 10 years, starting with your present or most recent job and working back from there. Include any military experience.

|                   |                   |                    |  |
|-------------------|-------------------|--------------------|--|
| Employing Firm    | Firm Address      |                    |  |
| Firm Telephone    | From              | To                 |  |
| Hours Per Week    | Last Salary       | Title              |  |
| Number Supervised | Supervisor's Name | Reason for Leaving |  |

Please list specific duties: May we contact your current employer? Yes  No

|                   |                   |                    |  |
|-------------------|-------------------|--------------------|--|
| Employing Firm    | Firm Address      |                    |  |
| Firm Telephone    | From              | To                 |  |
| Hours Per Week    | Last Salary       | Title              |  |
| Number Supervised | Supervisor's Name | Reason for Leaving |  |

Please list specific duties:

|                   |                   |                    |  |
|-------------------|-------------------|--------------------|--|
| Employing Firm    | Firm Address      |                    |  |
| Firm Telephone    | From              | To                 |  |
| Hours Per Week    | Last Salary       | Title              |  |
| Number Supervised | Supervisor's Name | Reason for Leaving |  |

Please list specific duties:

|                   |                   |                    |  |
|-------------------|-------------------|--------------------|--|
| Employing Firm    | Firm Address      |                    |  |
| Firm Telephone    | From              | To                 |  |
| Hours Per Week    | Last Salary       | Title              |  |
| Number Supervised | Supervisor's Name | Reason for Leaving |  |

Please list specific duties:

### References

List three people who have known you for at least one year and who are not related to you and are able to Attest to your competence in the field in which you are applying for work.

| Name | Phone Number | Occupation | Years Known |
|------|--------------|------------|-------------|
|      |              |            |             |
|      |              |            |             |
|      |              |            |             |

### Job Description

Have you read the job description for this position? Yes  No

Can you perform the essential functions of the job with or without reasonable accommodation? Yes  No

### Drug Testing Notification

The Borough is required to follow drug testing requirements for certain positions which require a CDL or are otherwise safety sensitive or regulated by the US Coast Guard, Department of Transportation, or Federal Aviation Administration. Employees in these positions will be required to follow these testing requirements.

Applicant Comments:

## Certification and Release

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would contradict the facts disclosed on this application.

I authorize all previous employers, schools, or persons named as references to give any information regarding my employment or educational records to the Ketchikan Gateway Borough. I authorize the Borough to investigate and verify any information provided in this application.

I agree that neither the Borough, nor any entity providing information to the Borough, shall be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of information supplied to the Borough, or due to false statements or omissions, or misleading answers made by me on this application. In the event that I accept employment with the Borough I agree to submit to tests and/or medical examinations as necessary to determine my fitness for employment or continued employment.

My signature below constitutes my permission for the Borough to obtain my medical records and the results of tests and/or medical examinations from any physician, hospital or medical provider. If I am employed with the Ketchikan Gateway Borough I will comply with all applicable laws, rules and regulations, and with all policies and directives set forth in any communication distributed to me and other employees.

In compliance with the Immigration reform Act of 1986, I understand that before my first day of employment I will be required to provide approved documentation that verifies my right to work in the United States. I have received a list of approved documents which have been supplied with this application.

I understand that if I am hired to a position requiring frequent contact with children or work at the Ketchikan Airport, I may be required to provide the Borough with a State of Alaska criminal history background check at my expense prior to my first day of work. This background check is available from the Alaska State Troopers for a fee of \$25.

I hereby attest that I have read and understand the above statements. [NOTE: Applications that are unsigned will be requested to be signed if you are called for an interview.]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**KETCHIKAN GATEWAY BOROUGH  
EQUAL EMPLOYMENT DATA SURVEY**

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

The Ketchikan Gateway Borough is asking all applicants to complete this form in order to comply with federal and state laws relating to equal opportunity and non-discrimination in employment. This information will be kept separate from your application and will be used only in accordance with federal and state regulations. Your responses are strictly voluntary, but we urge you to complete all items.

A: Birth Date \_\_\_\_\_

B: Racial/Ethnic/Gender Data

|                                      | Female                | Male                  |
|--------------------------------------|-----------------------|-----------------------|
| <u>American Indian/Alaska Native</u> | <input type="radio"/> | <input type="radio"/> |
| <u>Asian or Pacific Islander</u>     | <input type="radio"/> | <input type="radio"/> |
| <u>Hispanic</u>                      | <input type="radio"/> | <input type="radio"/> |
| <u>African-American</u>              | <input type="radio"/> | <input type="radio"/> |
| <u>White</u>                         | <input type="radio"/> | <input type="radio"/> |

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

**Alaska Native:** Any person having origins in any of the original peoples of Alaska, and who maintain a cultural identification through tribal affiliation or community recognition. Alaska 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/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.

## Veteran's Information

Branch of Service:

Dates of active duty:

Vietnam Service? Yes  No

Military ID Number:

### Lists of Acceptable Documents *All documents must be unexpired*

In order to prove identity and eligibility for employment in the United states, the Act requires employees to allow examination the Following document(s).

A valid original document (not a copy) is required from either "List A" or if you do not have a document from "List A", the Act requires that you provide two documents: one from "List B" and one from "List C" for examination and verification of identity and employment eligibility.

#### List A

Documents that establish both  
Identity and Employment

OR

#### List B

Documents that  
establish Identity

AND

#### List B

Documents that establish  
Employment Eligibility

- 1.) U.S. Passport or U.S. Passport Card
- 2.) Permanent Resident Card or Alien Registration receipt card (form I-551)
- 3.) Foreign Passport that contains a temporary I-551 printed notation on a machine-readable immigrant visa
- 4.) Employment Authorization Document that contains photograph (Form I-766)
- 5.) In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the immigrants nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with restrictions or limitations identified on the form.
- 6.) Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

- 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, gender, 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, gender, height, eye color and address.
- 3.) School ID card with a photograph.
- 4.) Voters registration card.
- 5.) U.S. military card or draft record.
- 6.) Military dependents' ID card.
- 7.) U.S. Coast Guard Merchant Mariner Card
- 8.) Native American tribal document
- 9.) Drivers' 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

- 1.) Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
- 2.) Certification of Birth Abroad issued by the Department of State (Form FS-545).
- 3.) Certification of Report of Birth issued by the Department of the State (Form DS-1350)
- 4.) Original or certified copy of birth certificate issued by a State, County, municipal authority, or territory of the United States bearing an official seal.
- 5.) Native American tribal document.
- 6.) U.S. Citizen ID Card (Form I-197)
- 7.) Identification Card for Use of Resident Citizen of in the United States. (Form 179)
- 8.) Employment authorization document issued by the Department of Homeland Security

Please sign and date below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date