



CITY OF SAINT PAUL
 100 GORBATCH STREET PO BOX 901
 SAINT PAUL ISLAND, ALASKA 99660
 907-546-3100 (MAIN) 907-546-3188 (FAX)
 WWW.STPAULAK.COM LIKE US ON FACEBOOK

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name (Last):		(First):	
(Middle Name):		Date of Birth:	

POSITION

Position Applying For:			
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wage or Salary Desired:		Date Available:	
Will Accept:	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Salaried	Shift:	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating

ADDRESS AND CONTACT INFORMATION

Mailing Address:			
Physical Address:			
City:			
State:		Zip Code:	
Home Phone:		Work Phone:	
Cell Phone:		Email:	

EDUCATION AND TRAINING

Name and Location	Dates Attended	Graduate	Degree and Year	Major or Subject
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		
	From	<input type="checkbox"/> Yes		
	To	<input type="checkbox"/> No		

Occupation License, Certificate or Registration	Where Issued	Expiration Date

WORK EXPERIENCE

Start with your present or last job, include any job-related military service assignments and volunteer activities, you may exclude organizations which indicate race, color religion, gender, national origin, disabilities or other protected status.

Employer:	
Address:	
Telephone Numbers:	
Dates Employed:	
Starting/Present Job Title:	
Hourly Rate Salary/Wage:	
Supervisor's Name:	
Reason for Leaving:	

Work Performed

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Employer:	
Address:	
Telephone Numbers:	
Dates Employed:	
Starting/Present Job Title:	
Hourly Rate Salary/Wage:	
Supervisor's Name:	
Reason for Leaving:	

Work Performed

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Work Performed

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Employer:	
Address:	
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Starting/Present Job Title:	
Hourly Rate Salary/Wage:	
Supervisor's Name:	
Reason for Leaving:	

Work Performed

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EXPLAIN ANY GAPS IN EMPLOYMENT 3 MONTHS OR GREATER

From:		To:		Reason:	
From:		To:		Reason:	
From:		To:		Reason:	

LIST SPECIAL QUALIFICATIONS AND SKILLS

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LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD

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RESPOND TO THE FOLLOWING QUESTIONS

Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any immediate family employed by the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT'S STATEMENT

(use the space to communicate to the City any special information not listed in the application)

Large empty rectangular box for the applicant's statement.

REFERENCES (DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS)

Name	Phone Number and Email	Best Time to Call	Occupation

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination, criminal background check, and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

SIGNATORY

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief.

Signature of Applicant	Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.