

CITY OF VALDEZ EMPLOYMENT APPLICATION

Personnel Division, 212 Chenega St., PO Box 307, Valdez, Alaska 99686 (907)835-4313 or fax line (907)835-2992 www.ci.valdez.ak.us

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NAME:				
LAST	FIRST	MI.		
MAILING ADDRESS:				
NU	MBER AND STREET/P.O. BOX			
CITY	STATE	ZIP		
TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER			
OTHER NAMES YOU HAVE WORKE	D UNDER:			
ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF VALDEZ?				
IF SO, GIVE TITLE, DEPARTMENT A	AND DATES:			
ARE YOU ABLE TO PERFORM THE ARE APPLYING FOR, EITHER WITH	ESSENTIAL FUNCTIONS OF THE POSITION YOU OR WITHOUT ACCOMMODATION	YES NO		
ARE YOU A U.S. CITIZEN OR ARE Y	OU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT?	YES NO		
DO YOU HAVE A VALID DRIVERS L	ICENSE: #**	YES NO		
**If non AK are you willing to obtain a	n Alaska drivers license within 30 days of employment?	YES NO		
	a separate sheet of paper and attach it to this application. necessarily be a bar to employment)	YES NO		
LIST RELATIVES EMPLOYED BY TH	HE CITY OF VALDEZ:			
NAME:	RELATIONSHIP:			
NAME	DEL ATIONSHID:			

EDUC	ATION AND TR	<u>AINING</u>				
STILL ATTENDING HIGH SCHOOL: HIGH SCHOOL DIPLOMA			ME			
l	HIGH SCHOOL	DIPLOMA	GED	(Circle one)		
COLLE VOCA		ALIZED TRAINING	1 YR 1 YR	2 YRS 2 YRS	3YRS	4YRS
COLLE	EGE OR UNIVE	RSITY NAME:				
	DATES:	FROM	TO			
	DIPLOMA OR	DEGREE				
	DATE RECEI	VED	MAJOR			
GRAD	UATE SCHOOL	. NAME:				
	DATES:	FROM	TO			
	DIPLOMA OR	DEGREE	MAJOR			
	DATE RECEI	VED				
VOCA		ING SCHOOL NAME:				
	DATES:	FROM	TO			
	DIPLOMA OR	CERTIFICATE				
	DATE RECEI	VED	MAJOR			
LICEN	SES AND CER	TIFICATES				
	TITLE	STATE OR L	ICENSING AGE	ENCY	E	(PIRATION DATE
Comm	ercial Drivers L	icense? YES NO	CLASS	LIST END	ORSEMENTS	
DESC	RIBE YOUR OF	FICE EQUIPMENT OP	ERATION SKILI	<u>_S</u>		
COMP	UTERS:		SOF	TWARE:		
OTHER	R OFFICE EQUI	PMENT:				
TYPIN	G SPEED:	WPM			10-Key	(by touch? YES NO)
DESC	RIBE YOUR SH	OP EQUIPMENT OPE	RATION SKILLS	(Pertaining to	the position fo	or which you are applying)
DEGGI						
	//LIGHT EQUIP	MENT TYPES:				
HEAVY						

JOB SERVICE _____CITY OF VALDEZ WEB SITE _____NEWSPAPER ____OTHER **EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, volunteer work and military experience. Please be sure you describe completely in the sections below the duties performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Incomplete applications will disqualify the applicant. The City of Valdez may conduct background checks to verify information on applications. Name and address of employer: Dates from ____/___ to ___/___ Hours per week: _____ Salary/Wage: May we contact this employer? _____Yes ____No Phone number: Supervisors title: Supervisors name: Number of persons supervised: _____ Have you supervised: Youth: _____ (under 17 yrs old) _____Adult (18+yrs old) Reason for leaving: Name and address of employer: Dates from ____/___ to ____/___ Hours per week: _____ Salary/Wage: _____ Phone number: _____ May we contact this employer? Yes No Supervisors name: _____ Supervisors title: Number of persons supervised: Have you supervised: Youth: _____ (under 17 yrs old) _____Adult (18+yrs old) Reason for leaving: _____

Job Title: _____

HOW DID YOU LEARN ABOUT THIS JOB?

DUTIES:		
Name and address of employer:	Hours per week:	
Phone number	, ,	
Supervisor's name:		
Number of persons supervised:		
Have you supervised: Youth: (under Reason for leaving:	er 17 yrs old)Adult (18+yrs old)	
DUTIES:		
REFERENCES:	Deletionskip to Applicant	Dhana
Name	Relationship to Applicant	Phone
Name	Relationship to Applicant	Phone
Name	Relationship to Applicant	Phone
Motor Vehicle Position employees for a	ent required by DOT regulations, the City of Valde alcohol and the following 5 controlled substand Il Safety Sensitive Positions/Commerical Motor Ve	ces: PCP, Cocaine
veterans are especially encouraged to apply. To origin, religion, sex, age, disability, or status as prescribed by Title VII of the Civil Rights Act of	omen, members of minority groups, disabled persons ar The City of Valdez does not discriminate on the basis of a a Vietnam era veteran in employment, programs, servi 1964, Executive Order 11246 as amended, the Rehabi of 1974, the Age Discrimination Acts of 1974, Americar ska Code.	race, color, national ices or activities, as ilitation Act of 1973,
UNDERSTAND THAT ERRONEOUS INFORM	ON ON THIS APPLICATION IS TRUE AND CORRECT. MATION ON THIS APPLICATION WILL LEAD TO THE I EMPLOYMENT OR TERMINATION OF MY EMPLOYM	REMOVAL
SIGNATURE OF APPLICANT:	DATE:	