



## **MATANUSKA-SUSITNA BOROUGH**

**350 East Dahlia Avenue, Palmer, Alaska 99645-6488**

**Phone: 907 746-7404 Fax: 907 746-7444**

### **APPLICATION FOR EMPLOYMENT**

The following instructions are provided to help you fill out your application correctly.

**PLEASE READ THEM BEFORE YOU START. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, OR FILL OUT ALL SECTIONS, YOUR APPLICATION MAY BE REJECTED.**

**APPLICATIONS ARE ACCEPTED ONLY FOR OPEN POSITIONS. UNSOLICITED APPLICATIONS WILL BE RETURNED.**

**REVIEW THE MINIMUM REQUIREMENTS FOR THE JOB. DO NOT APPLY IF YOU DO NOT HAVE THE REQUIRED QUALIFICATIONS.**

*Instructions and definitions match the blanks on the application form. Some blanks are self-explanatory.*

3. **SOCIAL SECURITY NUMBER.** Your social security number is used only to identify you from other applicants. If you do not wish to give us your social security number, we will assign an identification number to you which will need to be used on all future applications and correspondence.
- 1., 5., 6. **NAME/MAILING ADDRESS/TELEPHONE NUMBER.** If any of this information changes after you turn in your application, be sure to let the Human Resources Office know in writing.
11. **CONVICTIONS.** If you marked "yes" to either box and do not attach an explanation, processing of your application will be delayed until an explanation is received, or your application may be rejected. You may be asked to provide official documentation regarding your conviction or sentence.

### ***THE BOROUGH IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

**Discrimination because of sex, race, color, religion, national origin, age, disability, or Vietnam era veteran status is prohibited.**

The Matanuska-Susitna Borough is a drug-free work place. Employees are subject to drug and alcohol testing for cause. Some positions may also be subject to additional federal or state drug-testing requirements.

The Matanuska-Susitna Borough requires all conditionally selected applicants to provide criminal record background checks prior to employment. Persons who may operate vehicles as part of their jobs must provide a copy of current driving records before starting work.

**If you need reasonable accommodation under the Americans with Disabilities Act (ADA) in order to participate in the application process, please notify the Human Resources Office as soon as possible. An applicant with a complaint arising under the ADA should contact the Human Resources Office.**

***FALSIFICATION OR MISREPRESENTATION OF ANY INFORMATION REQUESTED MAY BE GROUNDS FOR REJECTION OF AN APPLICANT OR TERMINATION OF AN EMPLOYEE.***

#### **SUBMIT APPLICATION TO:**

**MATANUSKA-SUSITNA BOROUGH  
HUMAN RESOURCES OFFICE  
350 E. Dahlia Avenue, Palmer, Alaska 99645-6488**

**MATANUSKA-SUSITNA BOROUGH  
EQUAL EMPLOYMENT OPPORTUNITY SURVEY**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Position Applied For \_\_\_\_\_ Social Security Number \_\_\_\_\_

**TO ALL APPLICANTS**

This information is requested to fulfill federal Equal Employment Opportunity reporting requirements. Your responses are strictly VOLUNTARY, but we urge you to complete all items. Omitting this information will not subject you to adverse effects in the application process.

*THIS PAGE WILL BE DETACHED FROM YOUR APPLICATION.*

**RACE, ETHNICITY, AND GENDER INFORMATION**

	<u>Female</u>	<u>Male</u>		<u>Female</u>	<u>Male</u>		<u>Female</u>	<u>Male</u>
Alaskan Native	_____	_____	American Indian	_____	_____	Asian	_____	_____
Black/African American	_____	_____	Hispanic/Latino	_____	_____	White	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____	Two or More Races	_____	_____			

**DEFINITIONS OF RACIAL/ETHNIC GROUPS**

**ALASKAN NATIVE:** Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aluet, 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:** (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, or South American, or other Spanish culture or origin, regardless of race.

**WHITE:** (Not Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**AGE INFORMATION**

Your Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**DISABILITY INFORMATION**

Do you have a physical or mental disability? Yes \_\_\_ No \_\_\_ If yes, please describe:

If you have a physical or mental disability, do you require any assistance or accommodation to perform the duties of the position for which you have applied? Yes \_\_\_ No \_\_\_ Please describe:

**VETERAN'S INFORMATION**

Branch of Service: \_\_\_\_\_ Dates of Active Duty: \_\_\_\_\_ Served in Vietnam? Yes \_\_\_ No \_\_\_

Date of Discharge: \_\_\_\_\_ Disabled Veteran? Yes \_\_\_ No \_\_\_

## MATANUSKA-SUSITNA BOROUGH APPLICATION

*IF YOU DO NOT COMPLETE ALL SECTIONS, YOUR APPLICATION MAY BE REJECTED*

1. First Name _____ MI ____ Last Name _____	
2. Position applied for _____	
3. Social Security Number _____	4. Valid Alaska Driver's License? Yes ___ No ___ # _____
5. Business Phone Number _____	Home Phone Number _____ Cell Phone Number _____
6. Mailing Address _____ City _____ State _____ Zip _____	
7. Email Address _____ Are you 18 or older? Yes _____ No _____	

8. If hired, can you provide proof that you are eligible to work in the United States? Yes    No	9. Other name (s) under which previously employed:
10. Employment Status: ____ I am currently employed by the Matanuska-Susitna Borough. ____ I have never been employed by the Borough. ____ Not employed by the Borough now, but I have been in the past. ____ I currently volunteer in _____ department.	11. Convictions: Have you ever been convicted of a felony? Yes ___ No ___ Year of conviction _____ Have you ever been convicted of a misdemeanor within the past five years? Yes ___ No ___  <b>If yes to one or both of the above questions, you must attach an explanation, even if you received a suspended imposition of sentence.</b>  A conviction is not automatic grounds for disqualification. The number, nature, and recency of convictions and the relationship to the job applied for will be evaluated in reviewing the application.
12. Specific tools, equipment, or systems, etc. List those you know how to use.  Typing _____ wpm (if applicable to position)	13. I learned of the job from:

<p><b>14. CERTIFICATION—IMPORTANT—PLEASE READ BEFORE SIGNING</b></p> <p>I certify that the information I have entered on this form and any attachments is true and complete to the best of my knowledge. I understand that if I deliberately conceal or enter false information on my application, my name may be removed from consideration or I may be removed from my job. It is understood that the information in my application may be subject to public disclosure.</p> <p>I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the Matanuska-Susitna Borough or any authorized person acting on behalf of the Borough, any and all information, in any manner requested, which may be relevant to my character or qualifications for the Borough position(s) for which I applied. I authorize current and former employers to give to the Matanuska-Susitna Borough any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with any employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions.</p> <p>I request that all persons and organizations cooperate fully in providing information to the Borough, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the Matanuska-Susitna Borough or its agents, and release the Matanuska-Susitna Borough, its officials, employees, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the Matanuska-Susitna Borough or any person acting on behalf of the Borough.</p> <p>This authorization shall be valid for three months from the date of my signature below. A faxed or photo static copy of this authorization shall be valid authorization for release of information.</p> <p>Signature: _____ Date _____</p> <p style="text-align: center;"><b>If not signed, this application will be rejected.</b></p>
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14. **EDUCATION.** Circle the highest level of education you have completed.

High School: 1 yr. 2 yrs. 3 yrs. 4 yrs. GED H.S. Diploma College or Business School: 1 yr. 2 yrs. 3 yrs. 4 yrs. or more

NAME AND LOCATION OF SCHOOL	DIPLOMA OR DEGREE TYPES	MAJOR OR COURSE TITLE

List any certificates you hold that relate to this position. Attach copies of required licenses.

15. List your current and past positions for the last ten years below. Attach additional sheets, if needed. Resumes may be attached but must include all of the information requested below.

Employer:	Kind of business:	From: _____ Month Year
Address:	Job title:	To: _____ Month Year
Supervisor's name title & telephone:	Duties:	Avg. Hrs. Worked/Week _____
Reason for leaving:		Ending Salary _____

Employer:	Kind of business:	From: _____ Month Year
Address:	Job title:	To: _____ Month Year
Supervisor's name title & telephone:	Duties:	Avg. Hrs. Worked/Week _____
Reason for leaving:		Ending Salary _____

Employer:	Kind of business:	From: _____ Month Year
Address:	Job title:	To: _____ Month Year
Supervisor's name title & telephone:	Duties:	Avg. Hrs. Worked/Week _____
Reason for leaving:		Ending Salary _____

16. **REFERENCES AND EXPERIENCE.** Please list three professional references (not listed above), including telephone, fax, and contact numbers. Add anything to the position for which you are applying. Attach additional sheets if necessary.

Thank you for applying for work with the Matanuska-Susitna Borough. Your application will be reviewed after the position closes, and you will be notified if selected for an interview shortly thereafter.