



City of Hoonah
P.O. Box 360 · Hoonah, AK 99829 · (907) 945-3663 · Fax (907) 945-3445

Notice to Applicants

Thank you for your interest in applying for a position with the City of Hoonah. The enclosed packet will assist you in the application process.

Not all applicants will be interviewed. In order to be considered for an interview your application and/or resume must indicate that you meet the minimum requirements for the position available. If you are selected, during your interview you will be evaluated for job qualification, familiarity with the duties required pursuant to the job description, as well as communication and presentation skills pursuant to the specific requirements of the job. The city may also require some testing to evaluate job knowledge and skills.

Application and offer requirements. All applicants must fill out and submit a release of information for prior employers and references. Some positions within the city also require background checks. Under those circumstances applicants will also be required to fill out a background check consent form. Successful finalists in the application process, and subsequently the applicant who is selected for the position will show through written application and/or resume, interviewing, and data gathered through reference checks, that the applicant meets or exceeds the education, experience, knowledge, skills, and abilities requirements for the job. He or she will also exhibit effective public relationship skills, demonstrate the ability to get along with others including co-workers, supervisors, and elected officials, and exhibit an attitude of being a team player who is able to perform their own functions while assisting fellow workers as needed. The successful candidate will also show a history and/or willingness to keep to public service a priority. Any offer of employment is conditional upon successfully passing a pre-employment drug test.

Thank you again for your interest in applying with the City of Hoonah.
Good luck in the application process.



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Application for Employment

A separate application must be submitted for each job announcement.
All applications must be submitted to the City Clerk’s office.

1. Job Title _____
() Permanent () Temporary () Full-Time () Part-time

2. Name _____
a. (Last) b. (First) c. (Middle)

3. Other names under which you have worked _____

4. Mailing address _____
City _____ State _____ Zip Code _____

5. Telephone number () _____ () _____
a. (Home) b. (Cell or alternate)

6. Social Security Number _____

7. Are you a U.S.Citizen or an alien authorized to work in the United States? ____ Yes ____ No

8. Are you a resident of the City of Hoonah? ____ Yes ____ No

9. Are you 18 years of age or older? ____ Yes ____ No

10. Have you been convicted of a misdemeanor within the past 5 years? ____ Yes ____ No

If yes, describe in full _____

11. Have you ever been convicted of a felony? ____ Yes ____ No

If yes, describe in full _____

PLEASE COMPLETE ALL QUESTIONS ON THE APPLICATION

12. City of Hoonah employee: _____ Currently _____ Formerly
 Give job title, status, department and dates of City of Hoonah employment

13. Relatives by blood or marriage employed by the City of Hoonah:

| | | |
|------|--------------|------------|
| Name | Relationship | Department |
|------|--------------|------------|

Educational and Experience Data

The scheduling of interviews and examinations of applicants is based upon the data furnished in the Educational and Background and Employment History. Incomplete applications may result in not being called for an interview, not being scheduled for an examination, and a reduced score in ratings.

Educational Background

14. Circle highest grade completed: Grade School High School College Post Graduate
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 1 2 MA PhD

15. Name/Address of last high school _____

16. Graduate? _____ Yes _____ No Date of graduation _____

17. High school equivalency certificate (GED): State _____

18. Number _____ Date _____

| Type of School (Name, City & State) | Part Time | Full Time | Hrs. Completed | Degree Received | Major |
|--|-----------|-----------|----------------|-----------------|-------|
| 19. College | | | | | |
| 20. College | | | | | |
| 21. Graduate | | | | | |

| Type of School (Name, City, & State) | Date Attended From | Date Attended To | Courses Completed |
|---|-----------------------|---------------------|-------------------|
| 23. Business | | | |
| 24. Technical | | | |
| 25. Service Schools | | | |

- An attachment may be necessary to include all educational background.

Employment History

Include all jobs within the past five years. Give earlier job history if pertinent to the job for which you are applying. Include military experience and volunteer work as part of job history. You may supplement this application with a resume, but all questions must be answered on the application. Do not state, "See Resume." Use additional pages if needed to give complete employment history. Start with the most recent job first.

26.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

27.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

28.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

29.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

30.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

31.

| | |
|---------------------|---------------------|
| Dates of Employment | Employer: |
| From: | Address: |
| To: | Job Title: |
| Starting Salary | Name of Supervisor: |
| \$ Per | Supervisor's Title: |
| Final Salary | Duties: |
| \$ Per | |
| Hours Per Week: | |
| Number supervised: | |
| Reason for leaving: | |

Special Qualifications

32. Alaska Driver's License Number _____ Expiration Date _____

33. List here those special qualifications required for or that may be useful for the job to which you are applying:

Registrations and/or Licenses

| Type | Issued By | Expiration Date |
|------|-----------|-----------------|
| | | |
| | | |
| | | |

34. Related college subjects to position: _____

35. Typing _____ words per minute.

36. Word processing, spread sheets, and data bases you have used: _____

37. List kinds of mechanical/electronic equipment or machinery that you are qualified to:
Operate Repair

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

38. Other special qualifications: _____

39. List three references (NOT relatives or employers) that have knowledge about your character, experience, and ability. Please include name, mailing address, and telephone number.

| Name | Mailing Address | Telephone |
|----------|-----------------|-----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

40. How soon would you be able to report to work after being notified that you have been hired?

41. Comments or concerns: _____

Certificate of Applicant

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of this application, removal from eligible information they may have regarding my character or my employment record and release said employers and their agents from any damage or claim for furnishing said information. I hereby agree to submit to such medical and/or mental examinations as the City of Hoonah may require.

Signature _____ Date _____

Please check your application. Be sure you have filled it out completely.

City of Hoonah Reference Check Authorization

By my signature below I _____, applying for the position of _____, authorize the City of Hoonah to conduct a reference check for any verbal and written information or opinions concerning my duties any and all aspects of the performance thereof.

This authorization for providing reference information includes but is not limited to present and past employers, supervisors, colleagues and persons I have supervised.

Signed: _____ date: _____

City of Hoonah Back Ground Check Authorization

By my signature below I _____, authorize the City of Hoonah to conduct a criminal background check as part of my application for the position of _____, with the City of Hoonah.

My social security number is _____, and my date of birth is _____.

I voluntarily release the City of Hoonah and all law enforcement agencies providing this information.

Candidate Signature: _____,

Date: _____,