



**Kenai Peninsula Borough**

Office of Human Resources

144 North Binkley, Soldotna, Alaska 99669 (907) 714-2130 (907) 714-2396 Fax

**APPLICATION FOR EMPLOYMENT**

PERSONAL INFORMATION (Please print)		
Name		Date of birth (optional)
Other names you are known by		SSN (optional)
Current address		
City	State	ZIP Code
Phone Number		Referred By
Are you at least 18 years of age? Yes____ No____ (K.P.B. is required to comply with federal, state or local law)		Are you legally eligible for employment in the U.S.? Yes____ No____ (All new hires will be required to provide proof of eligibility to work in the U.S.)

EMPLOYMENT DESIRED		
Position	Location	Salary Desired
Schedule Desired	Are you able to work overtime? Yes____ No____	Are you able to perform the essential functions of the position with or without accommodations? Yes____ No____
Have you ever worked for the Borough before? Yes____ No____ If yes, when?		Which department?
Please list relatives currently working for us		Relationship
Do you have a current driver's license? Yes____ No____		
State Issued_____ Driver's license number_____		
Do you have any motor vehicle violations during the past three years? Yes____ No____ If yes, how many?_____		

EDUCATION				
	Name and Location of School	Years Completed	Degree	Subjects Studied
High School				
College				
Post College				
Trade, Business, or Correspondence School				
Professional Licenses, Certifications or Registrations				
List skills relevant to the position applied for				
<b>SKILLS</b> For Office/Administrative positions only Typing WPM _____ 10-Key Yes____ No____ Computer Proficiency: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Others: _____ _____ _____				

EMPLOYMENT INFORMATION		
Current or last employer		
Address		From: To:
City	State	Zip Code
Position Title	Primary Duties	
Salary		
Previous Employer		
Address		From: To:
City	State	Zip Code
Position Title	Primary Duties	
Salary		
Previous Employer		
Address		From: To:
City	State	Zip Code
Position Title	Primary Duties	
Salary		
Previous Employer		
Address		From: To:
City	State	Zip Code
Position Title	Primary Duties	
Salary		
<p>HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes_____ No_____</p> <p>If yes, please explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed and type(s) of rehabilitation.</p>		

EMERGENCY CONTACT	
Name	Relationship
Address	Phone

REFERENCES			
Name	Relationship	Address	Phone

I hereby authorize the Kenai Peninsula Borough to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by the K.P.B. to provide any relevant information regarding my current and/or previous employment. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of the K.P.B. If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the US. You may also be required to fill out a health questionnaire and/or have a physical examination and/or be screened for illegal drugs.

Signature \_\_\_\_\_ Date \_\_\_\_\_