



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 | | | | |
| SKILLS 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 _____