

# City of Cordova

## Application For Employment

P.O. Box 1210  
 601 1st St.  
 Cordova, Alaska 99574  
 (907) 424-6200

The City of Cordova does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

Position Applied For		Date of Application		
Last Name		First Name		Middle Name
Mailing Address		City	State	Zip Code
Telephone Number(s)				
Email Address				

Have you ever worked for the City of Cordova? Yes      No

If yes, please provide dates: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? Yes      No

Do you have any family working for the City of Cordova? Yes      No

Do you have family currently serving on the City Council? Yes      No

If yes to either, please list: \_\_\_\_\_

If you are under 18 years of age, can you provide a work permit, if required? Yes      No

Are you legally eligible for employment in this country? Yes      No

Work availability:    Full Time    Part Time    Evenings    Weekends    Shiftwork    Temporary/Seasonal

On what date would you be available to start? \_\_\_\_\_

Have you read the position description for the job for which you are applying? Yes      No

Do you meet the minimum qualifications for the position? Yes      No

If applying for a driving position, do you have a valid drivers license? Yes      No

If yes, please provide licensing state and number: \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? Yes      No

*Conviction will not necessarily disqualify an applicant from employment. Each instance and explanation will be considered with regard to the position for which you are applying.*

If yes, please explain:

\_\_\_\_\_

**THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 2/21

# Education

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	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed	4   5   6   7   8	9   10   11   12	1   2   3   4	1   2   3   4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received. State any additional information you feel may be helpful to us in considering your application.				

## References

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Please provide the name and telephone number of three business/work references who are not related to you and are not previous supervisors.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Special Skills and Qualifications

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Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying.

# Employment Experience

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate a protected status.

Employer		Dates Employed		Job Responsibilities and Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Job Responsibilities and Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
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		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

The information provided in this Application for Employment is true, correct, and complete. I understand that if employed, any misstatement, misrepresentation or omission of fact on this application may result in my dismissal.

I give the City of Cordova the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information provided in this application. If, as a pre-determined condition of employment, the City of Cordova requires a personal and/or credit background check, I acknowledge that I have been advised of this condition and with my signature, I authorize the City of Cordova to complete such a report. I further understand that if a report is obtained, I must be advised of such and that the City of Cordova, at my request, must provide me the reporting agency's contact information so I may obtain from them the nature and substance of the information contained in the report. The City of Cordova will not provide me with a copy of the report.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization. I understand that if I am hired, I will be responsible to adhere to the City of Cordova's policies, including the Drug Free Workplace policy.

I understand the City of Cordova's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I understand my acceptance of an employment offer does not create a contractual obligation upon the City to continue to employ me in the future.

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