

REFERENCES

List three personal references that are not relatives or former supervisors

REFERNECE 1	REFERENCE 2	REFERENCE 3
Name	Name	Name
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number
Occupation	Occupation	Occupation
Years Known	Years Known	Years Known

EMPLOYMENT

Please list your work experience for the past three years beginning with your most recent job held first. Include summer and/or temporary jobs. If you were self-employed, provide firm name.

Employer					
Address					
Employment Start Date		Employment End Date			
Salary			Phone Number		
Job Title			Supervisor		
Job Duties:					
Reason for Leaving:					

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Employer			
Address			
Employment Start Date		Employment End Date	
Salary		Phone Number	
Job Title		Supervisor	
Job Duties:			
Reason for Leaving:			

Professional Licenses, Certifications and/or Registrations:

Types of electronic or mechanical equipment or machines that you are qualified to operate:

Other specialized skills
Typing Speed: _____ Dictation: _____ 10-Key: _____
Office Machines: _____

Are there any additional skills or information regarding the career or occupation you are applying for that you would like to bring to our attention? If so, please state below:

INFORMATION FOR THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. I hereby authorize the Northwest Arctic Borough to investigate the information contained in this application for employment, including contacting pervious employers for information regarding my previous employment, and hereby release the Northwest Arctic Borough from any liabilities, damages, or claims related to the processing of this application.

If necessary for employment in a specific position, you may be required to:

- Have a physical examination
 - Provide proof of citizenship or date of birth
 - Sign a conflict of interest agreement and abide by it's terms
-

I understand and agree to the terms stated above:

Signature of Applicant

Date signed

EQUAL EMPLOYMENT OPPORTUNITY

While many employers are required by federal law to have an Affirmative Action Program, all employers are also required to provide Equal Employment Opportunity and may ask your national origin, race and sex for planning and reporting purposes only.

VILLAGE PUBLIC SAFETY OFFICER APPLICATION CHECKLIST

(16 pages plus attachments)

Non-profit contractor: NWAB Village: _____

Applicant Name: _____ Date of Birth: _____

SSN: _____ Applicant lives in the village: Yes No

Re-hire: Yes No Previous Village: _____ Dates: _____ / _____

13 AAC 96.080 Basic Standards for Village Public Safety Officer

- (1) Are you a citizen of the United States or a residence alien who has demonstrated intent to become a citizen of the United States?
- (2) Are you 21 years of age?
- (3) Are you of good moral character?
- (4) Do you have a high school diploma, or its equivalent, or have passed a General Educational Development (GED) test?
- (5) Before attending a basic training program under 13 AAC 96.100 (VPSO Academy),
 - (A) you must receive a physical examination by a physician lawfully admitted to practice in this state, and
 - (B) on the medical record form supplied by the Department of Public Safety, that physician must certify that you are:
 - (i) free from a physical or hearing condition which would adversely affect performance of an essential function of a village public safety officer;
 - (ii) have normal color discrimination, normal binocular coordination, normal peripheral vision, and corrected visual acuity of 20/30 or better in each eye;
 - (iii) free from a mental or emotional condition that would adversely affect the performance of an essential function of a village public safety officer.

(Revised 5/99)

- (6) Have you been convicted, by a civilian court of this state, the United States, or another state or territory, or by a military court, of one or more of the following offenses, or of an offense with substantially similar elements to such an offense under Alaska law?
- (A) a felony Yes No
- (B) any misdemeanor within five (5) years of the date of hire Yes No
- (C) a misdemeanor within 10 years of the date of hire, if the misdemeanor involved:
- (i) an assault against a family member, former family member, member of the individuals household, or former member of the household? Yes No
- (ii) the violation of a domestic violence restraining order? Yes No
- (D) two or more DWI offenses? Yes No
- (7) Have you ever:
- (A) illegally manufactured, transported, or delivered:
- (i) a controlled substance? Yes No
- (ii) an alcoholic beverage in violation of a local option under AS 04.11 or a municipal ordinance? Yes No
- (B) illegally used a controlled substance other than marijuana during the 10 years immediately before the date of hire, unless you were under the age of 21 at the time of using the controlled substance? Yes No
- (C) used marijuana within one year before the date of hire? Yes No
- (8) Have you been denied village public safety officer certification or had that certification revoked? Yes No
- (9) Have you been discharged for cause or resigned under threat of discharge for cause from employment as a village public safety officer, a village police officer, or a police officer in this state or any other state? Yes No

The Village Public Safety Officer application packet is divided into five steps.

Step one of the application process is initiated by and the responsibility of the contractor.

The applicant must complete the **VPSO PERSONAL HISTORY STATEMENT** and the **WAIVER AND AUTHORIZATION TO RELEASE INFORMATION**. Upon completion, forward the originals and a copy of the contractor's employment application to the over sight trooper office.

VPSO PERSONAL HISTORY STATEMENT

Military Status:

Have you served in the U.S. ARMED FORCES? Yes No

Dates of service: ____/____/____ Branch: _____ Type discharge: _____

Vehicle Operators License:

License number: _____ Place of issue: _____ Expiration: _____

Have you ever been denied a license or had your license taken away? Yes No

If "yes", give the date and fully explain the circumstances.

Arrest, Detention and Litigation: (Show all arrests including juvenile and traffic)

Have you ever been arrested or detained by a law enforcement agency? Yes No

Have you (or spouse) been involved in any civil or criminal action? Yes No

Have you been issued a traffic citation in Alaska or elsewhere? Yes No

Have you ever been fingerprinted for any reason? (arrest, job application) Yes No

Explain all "yes" answers:

Illicit Drugs:

Do you now or have you ever-used illicit (illegal) drugs, including marijuana? Yes No

If "yes", provide the following information:

Name of drug: _____ Date last used: _____

Name of drug: _____ Date last used: _____

Name of drug: _____ Date last used: _____

Name of drug: _____ Date last used: _____

Name of drug: _____ Date last used: _____

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I DELIBERTELY CONCEAL OR ENTER FALSE INFORMATION ON THIS FORM, THAT MY NAME MAY BE REMOVED FROM THE ELIGIBLE LIST OR THAT I MAY BE REMOVED FROM MY JOB.

Done at _____, Alaska on the _____ day of _____, _____.

Applicant signature

SWORN TO AND SUSCRIBED before me this _____ day of _____, _____.

Notary Public in and for Alaska

(SEAL)

My Commission Expires: _____

**STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY**

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

I authorize you to furnish the Department of Public Safety with any and all information that you have concerning me, my work records, my reputation, my medical records, my military service records, my financial status and credit rating. Information of a confidential or privileged nature may be included. Your reply will be used to assist in determining my qualifications and fitness for the position I am seeking. I further understand that the information you furnish will not be disclosed to any person not connected with the Department of Public Safety, including myself.

I understand my rights under Title 5, United States Code, Section 552A, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Department of Public Safety and retained by them in confidence.

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested.

Applicant's Signature

The above named individual appeared before me this date and having identified himself/herself, signed the above in my presence.

Notary Public for State of Alaska

My commission Expires _____ 19 ____

NOTE: A photocopy reproduction of this request shall be for all intents and purpose as valid as the original. You may retain this form in your files.