

## **ALASKA COURT SYSTEM EMPLOYMENT APPLICATION INSTRUCTIONS**

1. Please type, or print clearly in ink (blue or black), and complete all sections. Submit a separate application for each position for which you are applying. Resumes and other supplemental materials may be submitted with your application, but they will not serve as a substitute for providing required information and fully completing this application. Please do not include any non-employment related information on the application or resume such as pictures, marital status, age, or number of children.
2. **Position for which you are applying:** Be sure the position is open for recruitment. The closing date is indicated at the top of the Career/Employment Opportunity Bulletin. When filling out the application, indicate the position for which you are applying, the court location, and the bulletin number. The bulletin number is located at the bottom of the Career/Employment Opportunity Bulletin. Applications will not be accepted for positions which are not open for recruitment.
3. **Social Security Number:** Employment privileges will not be denied because of refusal to disclose a Social Security Number. If provided, the Social Security Number will be used to identify you. If you are hired, it will be required for benefit and tax purposes.
4. **Employment History:** Before completing this section; study the Career/Employment Opportunity Bulletin to determine the critical elements and requirements of the position. This will help you specifically address them on your application and show how you qualify for the position. When outlining your experience on the application, be as specific as possible. Be sure to give enough information so those reviewing your application will be able to clearly identify your qualifications. Do not presume that your previous job titles make your qualifications clear; give specific details of actual work performed.

**Give all employment history for the past 10 years, including relevant volunteer work and periods of unemployment. Give earlier history only if applicable to the position for which you are applying. Start with your present or most recent job and work backwards. Indicate the month and year you started and left each position. Be specific about the number of hours worked per week. Do not indicate "varied." If you did not have regular hours, indicate your best estimate of the average number of hours you worked per week.**

**Completion of the Employment History section is required even if you choose to submit a resume with your application. Do not indicate "see attached resume."**

5. **Background Information:** Be sure to complete this section and the background check form on page 7; failure to do so will result in your application being rejected. A background check will be conducted prior to an employment offer being made. Applicants who have prior convictions that have been set aside under the terms of a suspended imposition of sentence (SIS) may answer "no" to these questions. However, if this application is for a magistrate position or a position that is required to use APSIN (Alaska Public Safety Information Network), all convictions must be revealed. If you are not sure if your situation requires disclosure, please contact the Human Resources Department. The court system reserves the right to confirm all background information.
6. If your application is considered "not qualified," you will be sent a notice within two weeks after the closing date on the Career/Employment Opportunity Bulletin. If you believe your application was improperly disqualified, you may appeal this decision to the Human Resources Director at the address below or by calling 264-8242 within five workdays from the date the notice is mailed to you. Qualified applications will be forwarded to the hiring supervisor.

**Please mail or hand-deliver completed applications to the:**

Alaska Court System  
Human Resources Department  
820 West 4th Avenue  
Anchorage, AK 99501-2005

**Applications may be faxed to the:**

Human Resources Department  
at (907) 264-8262

**For positions outside Anchorage:**

Applications may be mailed or hand-delivered to  
the court location specified in the  
Career/Employment Opportunity Bulletin

**For further information,**

**Please call the Human Resources Department at (907) 264-8242.**

**Job Hotline (907) 264-8255**

**Website - [www.courts.alaska.gov/recruit.htm](http://www.courts.alaska.gov/recruit.htm)**



**High School Diploma and Typing Ability**

Do you have a high school diploma or the equivalent? YES  NO

If no indicate the highest grade completed: \_\_\_\_\_

If the position for which you are applying requires typing, you must complete the following information below:

**I certify I can type \_\_\_\_\_ words per minute.**

**College Education and Vocational Training**  
(You may be required to provide proof of degrees/certificates.)

School	Name and Location	Credit Hours	Degree/Certificate		Major/Minor Course of Study
			Yes/No	Type	
Undergraduate					
Graduate					
Vocational Education					
Other Schools/ Training					

*Please attach additional sheets for education/training if necessary.*

**Computer Knowledge**

	<u>Software (i.e., Word, Excel, Access, etc.)</u>	<u>Hardware (i.e., IBM, MAC, etc.)</u>
Word Processing:		
Spreadsheets:		
Databases:		

**Supplemental Information**

***Please describe additional skills, abilities, or any other information that you believe is relevant for this position.***

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**Employment History Continued**

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Month/Year Started: \_\_\_\_\_

Month/Year Left: \_\_\_\_\_

Hours per week: \_\_\_\_\_

May we contact this employer?  YES  NO

If "no," state why: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties and Responsibilities (be specific, include all duties performed):  
\_\_\_\_\_  
\_\_\_\_\_  
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Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Month/Year Started: \_\_\_\_\_

Month/Year Left: \_\_\_\_\_

Hours per week: \_\_\_\_\_

May we contact this employer?  YES  NO

If "no," state why: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Last Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties and Responsibilities (be specific, include all duties performed):  
\_\_\_\_\_  
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\_\_\_\_\_

*If additional Employment History space is needed, you may either make copies of this page and attach them to your application, or you may use plain paper as long as you include all the required information.*

**Americans With Disabilities Act/Reasonable Accommodation**

Are you able to perform the essential functions of the job with or without reasonable accommodation? YES  NO

The Alaska Court System complies with the Americans with Disabilities Act, Title I. If you need special assistance to respond to this application or for the interview process, please contact the Human Resources Department in Anchorage at (907) 264-8242 V, or (907) 264-8241 TDD.

**Background Information**

A conviction is not an automatic bar from employment with the Alaska Court System. However, in some cases written approval from the Administrative Director may be required for you to be considered for employment.

Have you ever been convicted of a felony? YES  NO

Have you ever been convicted of a misdemeanor? YES  NO

Have you ever been convicted of a traffic violation? (Applicable only if position requires driving) YES  NO

If you answered "yes" to any of the above questions, **please provide detailed information about the conviction(s) on a separate sheet of paper**, including date, location, and nature of offense and disposition. This information will be used in determining whether written approval from the Administrative Director is required. This information will not be forwarded to the hiring supervisor. Pending charges must be reported immediately upon the commencement of employment.

**Applicants please read the following:**

- 1) Letters will be sent to all applicants informing them of their final status.
- 2) Under some circumstances, applications may be public information.
- 3) A criminal background and reference check will be conducted on final applicants. Fingerprinting may be required prior to employment.

**Applicant Authorization and Certification**

I certify by my signature below that the facts in this Employment Application are true and complete to the best of my knowledge. I understand false or misleading statements on this application shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal from employment with the Alaska Court System.

Unless otherwise noted in my application, I authorize the Alaska Court System (ACS) to make an investigation of my employment history, and authorize any former or current employer, person, firm, corporation, or government agency to give ACS any pertinent information they may have regarding my previous or current employment. In consideration of ACS's review of my application, I release all persons or entities from all liability for any damage that may result from furnishing information to ACS. I also release ACS and all its employees from all liability for any damage that may result from ACS's reliance on the information furnished. I understand that I may be required to consent to criminal background check.

I further agree that, if employed, I will conform my conduct to ACS rules and regulations. I understand that, unless otherwise specifically agreed to in writing, my employment can be terminated in accordance with applicable rules and regulations. I acknowledge these rules and regulations may be changed, interpreted, withdrawn, or added to by ACS at any time. I understand no Human Resources recruiter, interviewer, or other representatives of ACS other than the Administrative Director or designee has any authority to enter into any agreement for employment for any specific period of time or assure any benefits or terms and conditions of employment or make any agreement contrary to the foregoing. I also understand any employment manual or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I also understand this application is not and is not intended to be a contract for continued employment.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For further information,  
call the Human Resources Department at (907) 264-8242  
Job Hotline (907) 264-8255  
Website - [www.courts.alaska.gov/recruit.htm](http://www.courts.alaska.gov/recruit.htm)**

## Background Check Form

### Section 1. Authorization for Background Check (to be completed by the applicant)

I understand that I am participating in the recruitment process for a position with the Alaska Court System (ACS) and that part of the recruitment process includes a thorough background investigation on eligible applicants. By my signature below, I authorize ACS to conduct a background investigation on my employment history and authorize any former or current employer, person, firm, corporation, or government agency to give ACS any pertinent information they may have regarding my previous or current employment. I also authorize ACS to investigate my criminal conviction history and traffic violations history (if driving is required for the position) and I authorize any government agency to release to ACS any pertinent information they may have regarding such history.

I release all persons or entities from all liability for any damage that may result from furnishing information to ACS. I also release ACS and all its employees from all liability for any damage that may result from ACS's reliance on the information furnished.

\_\_\_\_\_  
Full Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Names Previously Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

### Section 2. Request for Criminal Conviction History Check (to be completed by the hiring supervisor)

The above applicant is a final candidate for a vacant position under my supervision. I request that the Human Resources Department check the applicant's criminal conviction history and (if the position requires driving) the applicant's driving record.

\_\_\_\_\_  
Printed Name of Hiring Supervisor

\_\_\_\_\_  
Signature of Hiring Supervisor

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

**Fax this request to Human Resources at (907) 264-8262.**

### Section 3. Criminal Conviction History Check (to be completed by Human Resources)

Checks conducted:     APSIN     NCIC     NLETS for the State(s) of \_\_\_\_\_

Results of check:     Matches Employment Application information. The hiring supervisor is free to continue with the selection process.  
 Does not match Employment Application information. Call Human Resources at (907) 264-8242 before continuing with the selection process.

\_\_\_\_\_  
Human Resources Generalist / Analyst

\_\_\_\_\_  
Date

**ALASKA COURT SYSTEM**

**Voluntary Confidential Information Form**

**You do not have to complete this form to be considered for employment.**

The Alaska Court System would appreciate you completing this form for data collection, auditing, and reporting purposes. Federal, state, and local laws prohibit the use of this information for any purpose other than data collection. This form is NOT part of your application for employment and will not be forwarded to the hiring supervisor. Completion of this form is optional. Please read the information below before completing it. If you prefer you may detach this form and submit it separately to:

Alaska Court System, Human Resources Department, 820 West 4<sup>th</sup> Avenue, Anchorage, AK 99501-2005

Name (Last, First, Middle): (Optional) \_\_\_\_\_

Location of Position: \_\_\_\_\_

Bulletin Number: \_\_\_\_\_

**How did you learn about this position? (Check one)**

- |   |  |
|---|--|
| <input type="checkbox"/> Newspaper                      | <input type="checkbox"/> Alaska Court System Employee                      |
| <input type="checkbox"/> Magazine/Journal               | <input type="checkbox"/> Alaska Court System Internal Notification Process |
| <input type="checkbox"/> Employment Center              | <input type="checkbox"/> Alaska Court System Job Hotline                   |
| <input type="checkbox"/> Human Resources Bulletin Board | <input type="checkbox"/> Alaska Court System Website                       |
| <input type="checkbox"/> Walk-In                        | <input type="checkbox"/> Internet Service (specify) _____                  |
| <input type="checkbox"/> Job Fair                       | <input type="checkbox"/> Please Specify Other _____                        |

**What is your gender and ethnic origin? (Check one) (See definitions below)**

**FEMALE                      MALE**

- |  |                              |                              |
|--|------------------------------|------------------------------|
| African-American/Black                     | <input type="checkbox"/> (C) | <input type="checkbox"/> (O) |
| Alaska Native                              | <input type="checkbox"/> (D) | <input type="checkbox"/> (P) |
| American Indian/Native American            | <input type="checkbox"/> (A) | <input type="checkbox"/> (K) |
| Asian/Pacific Islander                     | <input type="checkbox"/> (B) | <input type="checkbox"/> (L) |
| White                                      | <input type="checkbox"/> (H) | <input type="checkbox"/> (T) |
| Hispanic                                   | <input type="checkbox"/> (E) | <input type="checkbox"/> (S) |
| Other _____                                | <input type="checkbox"/> (J) | <input type="checkbox"/> (U) |
| Decline to Report <input type="checkbox"/> |                              |                              |

**Equal Employment Opportunity Commission (EEOC) Definitions of Ethnic Categories**

African-American/Black (not of Hispanic origin): Any person having origins in any of the Black racial groups of Africa.

Alaska Native: Any person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaska Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.

American Indian/Native American: Any person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

White (not of Hispanic origin): Any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic: Any person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Other: Any person of mixed ancestry who does not wish to choose among the race or ethnic categories listed above or any person not identified in the above categories.

**The Alaska Court System is an Equal Opportunity Employer and proudly promotes diversity.**