



P.O. Box 281 • Nome, Alaska 99762
phone 907,443 6663 fax 907,443,5349

JOB OPENING

The City of Nome Police Department is recruiting for:

Position: Police Officer I/II
Range: Grade 15-16
Salary: Police Officer I 28.97 Police Officer II 31.22
Benefits: Full Benefit Package + Bonus of \$10,000 if certified
Hours: Full Time 40 hours per week

Minimum Qualifications: 21 year of age at the time of application; High School diploma or GED. Good moral character; ability to pass a physical examination, psychological screening, polygraph examination, and full background investigation. No serious criminal history disqualifiers. The ability to maintain confidentiality is mandatory. Previous experience is desirable but not required. Preference will be given to certified police officers who may qualify for advanced step placement.

Closing Date: Open Until Filled

Application Process: To obtain a complete forms packet, please go the city website at www.nomealaska.org and download the forms. Applications are also available at Nome City Hall. Questions may be directed to Mike Heintzelman at 907-443-5262. Return completed application to Recruit-PD@nomealaska.org

A full description is available at www.nomealaska.org.

Date at placed:

All City Depts.

Nome Nugget

KICY

KNOM

Job Service

"There's no place like Nome"
www.nomealaska.org

CITY OF NOME, ALASKA
Job Description
Police Officer I

Range: 15

Department: Nome Police Department

Approved by:

Reports to: Police Sergeant

Date:

Supervises: N/A

Status: non-exempt

Summary: The Police Officer I is an entry level sworn position and acts to deliver law enforcement and public safety services to the community. The Police Officer I is distinguished from the Police Officer II and superior classifications by the training requirements of the entry level grade. Police Officer I recruits are required to complete the Field Training and Evaluation Program (FTEP); a certified Law Enforcement Academy Training program; and twelve months of probation. The Police Officer I is expected to perform most law enforcement functions while under supervision and gradually build skills to allow independent performance under the general supervision of a Police Sergeant. Knowledge, Skills and Abilities are expected to accrue during training and the probationary period.

Essential Functions:

- Reduce the opportunities for the commission of crime or disturbance through preventative patrol and community policing presence.
- Aids persons who are in danger of physical harm; may render first aid.
- Conduct patrols, investigate misdemeanor and felony crimes, obtain statements, conduct interviews, collect evidence and make arrests.
- Conduct traffic enforcement operations; issue citations or warnings as appropriate.
- Perform misdemeanor and felony criminal investigations.
- Prepare criminal complaints, search warrants and other required documents.
- Serve arrest warrants, subpoenas, domestic violence orders and other court paperwork.
- Testify in District and Superior Court in criminal trials and Grand Jury.
- Respond to questions and complaints from citizens and take appropriate action.
- May participate in community activities and make presentations to diverse audiences, interact with the public, attend public meetings.
- Interact with other agencies and attend meetings to enhance working relationships.
- Receive training and incorporate training into effective performance.
- Other duties as assigned.

Knowledge Skills and Abilities:

- Aptitude for law enforcement work.
- Knowledge of State law and local ordinances.
- Knowledge of the purpose, organization, rules and regulations of the Nome Police Department.
- Knowledge of the principles, practices, and methods of investigation; acquisition of legal evidence; interview/interrogation; report writing and evidence collection/management.
- Ability to execute direction provided by superiors in both routine and stressful situations.
- Ability to analyze a situation accurately and adopt an effective course of action.

- Ability to communicate effectively both verbally and in writing.
- Ability to prioritize multiple tasks and to plan and organize personal work to effectively perform.
- Ability to remain stable, calm and make effective decisions under conditions of severe stress or danger.
- Ability to establish and maintain positive working relationships with law enforcement personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Demonstrated skill in law enforcement techniques including de-escalation, use of force, victim support, and firearms proficiency.
- Ability to train; and incorporate training effectively to improve performance.
- Ability to perform the physical demands of the position.

Experience and/or Education:

- High School Diploma, GED, or equivalent.
- Must meet all requirements for Alaska Police Standards Council certification.

Desired Qualifications:

- Two years of applicable college education or military experience with 'Honorable' discharge.

Certificates, Licenses, Registrations:

- Valid Alaska Driver's License.

Physical Demands:

To perform this job successfully, an individual must be able to perform each essential duty and meet physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to:

- Meet range 'normal' vision and auditory requirements;
- Stand, sit, walk, run, bend, carry;
- Use force appropriately and subdue offenders as necessary;
- Operate a motor vehicle in normal and emergency operations;
- Walk or move on surfaces of varying height and materials;
- Regularly lift and move up to 100 pounds;
- Operate firearm(s) safely and with demonstrated competence;
- Use fine motor skills to operate machinery and equipment.

Work Environment: This position has a high level of contact with the public. Work is performed in a busy setting with frequent interruptions. Employee may be required to work in dangerous and stressful conditions to include making immediate decisions and judgments. Employee may be exposed to precarious places and outside weather conditions. Employee may be exposed to persons with infectious diseases and bodily fluids. This position is full time with a standard work schedule; however, operational needs and emergency responses may require varied hours. Employee may be required to work holidays and overtime.

CITY OF NOME, ALASKA

Job Description

Police Officer II

Range: 16

Department: Nome Police Department

Approved by:

Reports to: Police Sergeant

Date:

Supervises: N/A

Status: non-exempt

Summary: The Police Officer II is a sworn position and acts to deliver law enforcement and public safety services to the community. The Police Officer II is distinguished from the Police Officer I by the completion of the Field Training and Evaluation Program (FTEP); a certified Law Enforcement Academy Training program; twelve months of probation; and award of basic certification from the Alaska Police Standards Council. The Police Officer II is expected to perform most law enforcement functions independently under the general supervision of a Police Sergeant

Essential Functions:

- Reduce the opportunities for the commission of crime or disturbance through preventative patrol and community policing presence.
- Aids persons who are in danger of physical harm; may render first aid.
- Conduct patrols, investigate misdemeanor and felony crimes, obtain statements, conduct interviews, collect evidence and make arrests.
- Conduct traffic enforcement operations; issue citations or warnings as appropriate.
- Perform misdemeanor and felony criminal investigations.
- Prepare criminal complaints, search warrants and other required documents.
- Serve arrest warrants, subpoenas, domestic violence orders and other court paperwork.
- Testify in District and Superior Court in criminal trials and Grand Jury.
- Respond to questions and complaints from citizens and take appropriate action.
- May participate in community activities and make presentations to diverse audiences, interact with the public, attend public meetings.
- Interact with other agencies and attend meetings to enhance working relationships.
- Trains Police Officer I recruits acting as Field Training Officer.
- Other duties as assigned.

Knowledge Skills and Abilities:

- Considerable knowledge of State law and local ordinances.
- Considerable knowledge of the purpose, organization, rules and regulations of the Nome Police Department.
- Considerable knowledge of the principles, practices, and methods of investigation; acquisition of legal evidence; interview/interrogation; report writing and evidence collection/management.
- Ability to execute direction provided by superiors in both routine and stressful situations.
- Ability to analyze a situation accurately and adopt an effective course of action.
- Ability to communicate effectively both verbally and in writing.

- Ability to prioritize multiple tasks and to plan and organize personal work to effectively perform.
- Ability to remain stable, calm and make effective decisions under conditions of severe stress or danger.
- Ability to establish and maintain positive working relationships with law enforcement personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Demonstrated skill in law enforcement techniques including de-escalation, use of force, victim support, and firearms proficiency.
- Ability to train; and incorporate training effectively to improve performance.
- Ability to perform the physical demands of the position.

Experience and/or Education:

- Current Police Officer I or equivalent;
- Successful completion of Field Evaluation and Training Program (FTEP);
- Successful completion of 12-month probationary period;
- Successful completion of a certified Law Enforcement Academy.

Desired Qualifications:

- Two years of applicable college education or military experience with 'Honorable' discharge.

Certificates, Licenses, Registrations:

- Current Alaska Police Standards Council (APSC) basic certification.
- Valid Alaska Driver's License.

Physical Demands:

To perform this job successfully, an individual must be able to perform each essential duty and meet physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to:

- Meet range 'normal' vision and auditory requirements;
- Stand, sit, walk, run, bend, carry;
- Use force appropriately and subdue offenders as necessary;
- Operate a motor vehicle in normal and emergency operations;
- Walk or move on surfaces of varying height and materials;
- Regularly lift and move up to 100 pounds;
- Operate firearm(s) safely and with demonstrated competence;
- Use fine motor skills to operate machinery and equipment.

Work Environment: This position has a high level of contact with the public. Work is performed in a busy setting with frequent interruptions. Employee may be required to work in dangerous and stressful conditions to include making immediate decisions and judgments. Employee may be exposed to precarious places and outside weather conditions. Employee may be exposed to persons with infectious diseases and bodily fluids. This position is full time with a standard work schedule; however, operational needs and emergency responses may require varied hours. Employee may be required to work holidays and overtime.



REQUEST, AUTHORIZATION, CONSENT, AND RELEASE
FOR CONFIDENTIAL BACKGROUND INFORMATION

TO: Concerned Person or Authorized
Representative of Any Organization,
Institution, or Repository of Records:

NAME: _____
MAIDEN NAME: _____ *
ALIAS, OR AKA: _____ *
SOCIAL SECURITY #: _____ *
DRIVERS LICENSE: _____ STATE: _____
DATE OF BIRTH: _____ *
MAILING ADDRESS: _____
PHYSICAL ADDRESS: _____
CITY _____ STATE _____ ZIP _____ PHONE: _____
EMAIL ADDRESSES USED (list current first): _____

* Responses to these questions are voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another person in the event we discover adverse information during our background check

(initial) I respectfully request and authorize you to furnish the *Alaska Municipal League Joint Insurance Association and/or Russell Consulting, LLC* all information that you may have concerning my employment record, including performance evaluations and disciplinary actions, educational record, character, reputation, divorce record (if applicable), arrest records, criminal records or records from a law enforcement agency, driver's license, polygraph examination history, medical record, or application status.

(initial) I consent to have a consumer report made as to my credit history, employment history, motor vehicle driving record, social security information, criminal record, and other pertinent information for employment purposes, including initial hiring decisions, promotions, reassignments, and/or retention.

(initial) Please include any and all information of a confidential or privileged nature and photocopies of same, if possible. This information is to be used to assist the *Alaska Municipal League Joint Insurance Association and/or Russell Consulting, LLC* in determining my qualifications and fitness for employment with the City of Nome

(initial) I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Codes, Section 552, and specifically waive those rights, understanding that the information furnished will be used by the City of Nome and/or its agencies or departments in conjunction with employment procedures. I will make NO attempt to gain access to the information provided by you in conjunction with this employment process and hereby waive any rights I may have to request disclosure of information provided by you in conjunction with employment procedures.

(initial) I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

IMPORTANT: MAY WE CONTACT YOUR PRESENT EMPLOYER? YES ___ NO ___

Applicant's Name (printed)

Applicant's Signature

Date

Consumer Disclosure and Authorization Form

Disclosure Regarding Background Investigation

Russell Consulting, LLC ("The Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by The Company, throughout your employment or your contract period.

Backgrounds Online will prepare or assemble the background checks for the Company. Backgrounds Online is located and can be contacted by mail at 1915 21st Street, Sacramento, California 95811, and by phone at 800-838-4804. Their website can be found at <http://www.backgroundsonline.com>.

The types of information that may be obtained include, but are not limited to: social security number verifications, address history, credit reports and history; criminal records and history; public court records; driving records; worker's compensation claims, bankruptcy filings; educational history verifications (such as dates of attendance and/or degrees obtained); employment history verifications (such as dates of employment, salary, reasons for termination, etc); personal and professional reference interviews; professional licensing and certification checks; drug/alcohol testing results; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates and other information sources.

You may request more information about the nature and scope of any investigative consumer reports by contacting The Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Additional State Law Notices

If you are a California, Maine, Massachusetts, New York or Washington applicant, employee or contractor, please also note:

California: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by Backgrounds Online during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at Backgrounds Online's offices in person, during normal business hours and on reasonable notice, by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. Backgrounds Online has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

Maine: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from The Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

Massachusetts: If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

New York: You have the right, upon request to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. Attached below is additional information about New York law.

Washington: If The Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from The Company a complete and accurate disclosure of the nature and scope of the investigation requested by The Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I: _____
LAST NAME **FIRST NAME** **MIDDLE NAME** (PLEASE INCLUDE Jr., Sr., II, III Etc.)

Have carefully read and understand this Disclosure and Authorization form as well as the attached Summary of Rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as Backgrounds Online, and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the company

California, Minnesota and Oklahoma Applicants only:
Check box if you request a copy of any consumer report ordered on you.

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES.

Signed _____ Today's Date _____
Printed Name _____ Position Applied For _____
Social Security Number _____ Date of Birth _____ Driver's License Number _____ State _____

Other names you have used or are also known as: _____

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Current Address: _____
Street Apt.# City State Zip Code How long here?
Former Address: _____
Street Apt.# City State Zip Code How long here?
Former Address: _____
Street Apt.# City State Zip Code How long here?

May we contact your current employer? ____ Yes ____ No

Applicants under 18 years of age must have a parent or court appoint guardian sign this Authorization of Background Investigation

Parental Consent: I hereby give my consent for the above-mentioned applicant to have a background check performed on him/her. Furthermore, I hereby understand and agree to the conditions of this Release as described above.

Parent/Guardian Signature _____ Date _____ Parent/Guardian Name _____

Summary of Consumer Rights Under the Fair Credit Reporting Act

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal **Fair Credit Reporting Act (FCRA)** promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to: www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment—or to take another adverse action against you—must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened offers" for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center--FCRA Washington, DC 20580 (877) 382- 4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E. Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St., N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

New York Article 23-A Correction Law

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings: (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons. (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question. (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm. (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.



City of Nome
 P.O. Box 281, Nome, AK 99762
 (907)443-6663 / (907) 443-5349 fax

APPLICATION FOR EMPLOYMENT

The City of Nome is an equal opportunity employer and does not discriminate on the basis of age, race, color, national origin, religion, marital status, disability, veteran status, or any other classification protection by applicable state or federal law.

Personal

Last Name		First Name		Middle	Date
Mailing Address		City	State	Zip Code	Home Phone
Position Desired					Social Security #
Were you previously employed by us?		If yes, when?			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, you must be able to prove within three (3) days of your date of hire that you are legally eligible to work in the U.S.		This position may require occasional/frequent overtime work. Can you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be able to begin work?
Applicable technical skills (machinery, computer, software, etc.)					You must be ___ years of age or older to be considered for employment, and you must submit proof of age upon request.
No applicant will be rejected as a result of a condition or impairment which, with or without reasonable accommodation, does not prevent performance of the essential functions of the position for which the applicant has applied. Are you able to perform the essential functions of the position for which you have applied? <input type="checkbox"/> Yes <input type="checkbox"/> No					Typing speed (if applicable)

Education

Please list all education, training or experience you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, military training, hobbies, etc

School	Name of School and Location	Dates Attended/ Course of Study	# of Yrs Completed	Did You Graduate	Degree/ Diploma
High			1 <input type="checkbox"/> 3 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			2 <input type="checkbox"/> 4 <input type="checkbox"/>		
College			1 <input type="checkbox"/> 3 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			2 <input type="checkbox"/> 4 <input type="checkbox"/>		
Other (Specify)			1 <input type="checkbox"/> 3 <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			2 <input type="checkbox"/> 4 <input type="checkbox"/>		

Personal References (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

Who should we contact in case of emergency?	Relationship to you	Telephone
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Employment

List below present and past employment, beginning with your most recent. Please give accurate, complete full time and part-time employment record. Start with present or most recent employer.

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
Describe the work that you did:								
Telephone #								

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
Describe the work that you did:								
Telephone #								

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
Describe the work that you did:								
Telephone #								

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
Describe the work that you did:								
Telephone #								

Name and Address of Company and Type of Business	From		To		Starting Salary	Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
Describe the work that you did:								
Telephone #								

Any applicant with a disability who needs reasonable accommodation in any step in the hiring process to assist the applicant in demonstrating his/her qualifications for or ability to perform the essential functions of the position applied for, should inform Dana Handeland, Payroll/Personnel Technician at (907)443-6663.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the City of Nome has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then in only in a writing signed by an officer. You are hereby authorized to make any agreement contrary to the foregoing and then only in a writing signed by an officer. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make and investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant