



# How to Apply for YEP

## Handout to assist applicants in applying for YEP summer positions

Applying for the summer Youth Employment in Parks positions is done through the Municipality of Anchorage web site at [www.muni.org/jobs](http://www.muni.org/jobs). Applying online may be a new process to many of the youth applicants. This handout is intended to assist you in understanding the online system and working through the application process to accurately apply for these positions.

There are some things that you may want to prepare for before beginning the process. You will want to collect any school or work experience together such as dates and addresses. You will also want to have all of your personal information together such as social security number and mailing addresses, both current and previous.

# Ready? Let's do this!



# Step 1: Visit [www.muni.org/jobs](http://www.muni.org/jobs) and find the job posting.

Project Management (2)     Public Relations (2)     Public Safety (3)  
 Purchasing (1)     Recreation (4)     Safety (2)  
 Trades (2)     Transit (2)     Transportation (1)  
 Utilities (11)

**Select Department**    [Select All Departments](#)    [Clear All Departments](#)

Anchorage Police Department (4)     Anchorage Water & Wastewater Utility (3)     Department of Real Estate (1)  
 Finance (2)     Information Technology (3)     Library (1)  
 Municipal Light & Power (5)     Parks & Recreation (8)     Public Transportation (2)  
 Solid Waste Services (2)

**Search**

Enter keywords (optional):  [Explain this](#)

[Go](#) or [Clear Search](#)    [Request job notifications by category...](#)

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31 records found.  
Page #  of 2 [go](#)    [«](#) [»](#) [▶](#) [◀](#)

<b>Position</b> ▾	<b>Emp. Type</b> ▲	<b>Salary</b> ▲	<b>Closing Date</b> ▲
<a href="#">SYSTEMS ANALYST - RANGE 16 / NON</a>	Regular / Full Time	\$33.16 - \$42.32 Hourly	Continuous
<a href="#">TREATMENT PLANT OPERATIONS FOR...</a>	Regular / Full Time	\$39.36 - \$41.34 Hourly	Continuous
<a href="#">YEP CREW MEMBER (Public Service Student ...</a>	Temporary / Part Time	\$10.78 Hourly	03/18/16
<a href="#">YEP FRONT END CREW MEMBER (Recreation Spec...</a>	Seasonal / Full Time	\$16.56 - \$19.17 Hourly	02/22/16
<a href="#">YEP SENIOR CREW MEMBER (Public Service S...</a>	Temporary / Full Time	\$11.99 Hourly	02/22/16
<a href="#">YOUTH EMPLOYMENT PROGRAM (YEP) FIELD EDU...</a>	Seasonal / Full Time	\$20.16 - \$23.27 Hourly	02/16/16

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Once you go to the current job openings page, you will see the positions for the YEP program. You want to find the position you wish to apply for and click on it. (Hint: It might be on the second page of job listings.)

# Step 2: Click apply.

Municipality of Anchorage, Alaska  
**Employee Relations**  
632 W. 6th Avenue Suite 605, Anchorage, Alaska 99501  
www.muni.org

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You are here : [Home](#) > [Departments](#) > [ERD](#) > [JOL](#) > Current Job Openings

## Current Job Openings

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**NEOGOV™**

**Job Title:** YEP CREW MEMBER (Public Service Student Aide I) - Range 3 / NON (20 Vacancies)  
**Closing Date/Time:** Fri. 03/18/16 5:00 PM Alaska Time  
**Salary:** \$10.78 Hourly  
**Job Type:** Temporary / Part Time  
**Location:** Lidia Selkregg Chalet, Anchorage, Alaska  
**Department:** Parks & Recreation

[Print Job Information](#) | [Apply](#)

**Job Information:** | **Benefits** | **Supplemental Questions**

Open to the general public and any current Municipal employee.

This is a non-represented position (no union affiliation) and is subject to the provisions of the Personnel Rules of the Municipality of Anchorage.

**HOURS OF WORK:** Monday through Friday; between the hours of 8:45 a.m. to 4:15 p.m. This is a part-time position, working 37 hours a week.

**LOCATION OF WORK:** Municipal Greenhouses, 1320 Lidia Selkregg Lane. Crew work will take place in various municipal parks and facilities.

*These are temporary part-time positions and will begin on 6/6/2016 and end on 8/11/2016.*

When you get to the posting for the job that was selected, there will be a link on the right to apply.

# Step 3: Create an account.

YEP CREW MEMBER (Public Service Student Aid...)

Job Details Apply

Municipality of Anchorage  
Job Opportunities  
http://www.muni.o...

Sign in to apply [Create an account](#)

\*Username or Email

\*Password

Sign In

[Forgot Username](#) | [Reset Password](#)

or sign in with

LinkedIn Facebook

On this log-in screen you can log in if you have previously used the system or create a new account. You'll create a log-in name and password so be sure and keep track of those for the future.

Create a new account [Sign In](#)

\*Email ⓘ

\*Username

\*Password

Create

or create with

LinkedIn Facebook

The password may be difficult to think of so make sure it has a number, letter, and special character.

You'll create a log-in name and password so be sure and keep track of those for the future. Click CREATE!

# Step 4: Import your resume if you have one.

Anchorage  
Job Opportunities  
http://www.muni.o...

## Import Your Résumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn résumé information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can [Skip this step](#)

If you have resume that includes your school and work history, you can upload it here. Or you can skip this step and input that information manually in the upcoming steps.

# Step 5: Enter some general information about yourself.

## General Information

All fields are required unless they are marked (Optional)

### Contact Information

**Name**

First M Last  
Jane Doe

Former Last (Optional)

**Address**

Address Line 1  
1234 Park Rd.

Address Line 2 (Optional)

City  
Anchorage

State  
Alaska

Zip Code Country (Optional)  
99501 Select a country

**Phone**

Primary Primary Ext  
907-555-1234

Alternate (Optional) Alternate Ext

Email Address  
info@anchorageparkfoundation.org

**Save** **Cancel**

### Personal Information

Do you have a Driver's License? (Optional)  
 Yes  No

**Driver's License**

State (Optional) Number (Optional) Class (Optional)  
Alaska Select

Date of Birth (Optional)  
Month Day  
June Select Day

Do you have proof of your legal right to work in the US?  
 Yes  No

What is your highest level of education?  
Some High School

**Save** **Cancel**

**Next**

Click YES if you're a U.S. citizen or legal permanent resident.

Fill in all the basic information and click SAVE for each section. Click NEXT when you're done.

# Step 6: Input your work experience.

Work Experience

[+ Add work experience](#)

Company/Agency Name \*  
--

Address  
-----

City \*  
-----

State \*  
Select a state

Zip Code Country  
----- Select a country

Phone Website  
-----

May we contact this employer?  
 Yes  No

Position Title \* Hours/Week \*  
-----

Monthly Salary Employees Supervised  
-----

Start Date  
Month \* Year \*  
Select Month Select Year

End Date  
Month \* Year \*  
Select Month Select Year

Reason for Leaving  
-----

Supervisor  
Name Title  
-----

Duties Summary \*  
-----

Fields marked with an asterisk are required

[Save](#) [Cancel](#)

[Next](#)

If you've had a job before, fill out this information to describe the position. Remember to SAVE and click NEXT when you're done. If you've had more than one work experience, do this for each job. If this will be your first job ever, skip this step.

# Step 7: Fill in your education experience.

Education

[+ Add Education](#)

School Name

Type \*  
High School

Name \*  
Service High School

City \* Anchorage State \* Alaska

Country \*  
US

Website

Degree \*  
No Degree

Start Date

Month Year  
Select Month Select Year

End Date

Month Year  
Select Month Select Year

Did you graduate?  
 Yes  No

Did you receive a GED?  
 Yes  No

What is your highest education level?  
 7  8  9  10  11  12  Other

Fields marked with an asterisk are required.

[Save](#) [Cancel](#)

[Next](#)

Fill out the education section with your current high school information. Click SAVE and NEXT.

## Step 8: Keep hitting next.



You can fill out the Additional Information, References, or Attachment sections if you want to, but feel free to skip them! If we select you for an interview, we'll ask you to provide three references then.

# Step 9: Answer the agency questions.

## Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

\*01 Are you currently employed by the Municipality of Anchorage? If you answered "Yes", please list Department and Division.

No

\*02 Have you been previously employed by the Municipality of Anchorage?

Yes  No

\*03 If you have relatives employed by the Municipality of Anchorage, please list name, relationship, and department. (if no relatives, please indicate N/A.)

NA

\*04 Do you have a legal right to accept employment in the United States?

Yes  No

\*05 Are you at least 18 years of age?

Yes  No

\*06 Have you ever been convicted of any violation of the law, other than minor traffic violations (be sure to include any DWI/DUIs)? **NOTE: You are required to disclose and document any convictions that you received where you were granted a suspended imposition of sentence (SIS), an unconditional pardon, or any other conviction set aside by court order.**

Yes  No

\*07 If you answered "Yes" to the above question regarding convictions, you MUST: 1) list each conviction 2) specify the full date of each conviction 3) explain each sentence/fine/etc that was ordered (for example: 04/01/1999 DUI, 30 days probation, \$500 fine) If you answered "No" to the convictions question, please indicate N/A on this question.

NA

The answer is YES if you're a U.S. citizen or legal permanent resident.

If you don't know, the answer is probably NO.

\*08 Do you have a DD Form 214 that shows an honorable discharge to receive interview preference consideration? (DD Form 214 must be attached to your electronic application to receive veteran's preference.)  
 Yes  No

09 Gender:  
 Female  
 Male  
 Undeclared

10 Ethnicity:  
 White  
 Black/African American  
 Hispanic/Latino  
 Asian  
 Hawaiian/Pacific Islander  
 American Indian/AK Native  
 Two or More Races

11 Veteran status:  
 None  
 Disabled (30% or more)  
 Vietnam-era (at least 6 months service between 8/5/64 - 5/7/75)  
 Veteran

\*12 If identified as a top candidate, do you agree to a Criminal Background Investigation (CBI)?  
 Yes  No

\*13 The Municipality of Anchorage (MOA) participates in the U.S. Department of Homeland Security E-Verify Program. By clicking the 'yes' button, if selected you will be required to provide your Social Security Number and a photo identification in order for the MOA to verify your employment eligibility.  
 No  
 Yes

\*14 When would you be available to start work if you were offered employment with the Municipality of Anchorage?  
End of May

\*15 How did you hear about this job opportunity?  
 Municipal Website  
 Newspaper  
 Municipal Employee  
 Walk-In  
 Job Fair  
 Craigslist  
 ALEXsys Job Bank  
 Monster  
 Indeed  
 Union  
 TransitTalent.com  
 US Jobs (National Labor Exchange)  
 Other Source

\*16 Social Security Number  
xxx-xx-xxxx

\*17 Date of Birth  
June 17, 1999

\*18 The experience referenced in the below questions must be documented on the application in order to be considered. (E.g., if you list that you have six years experience in a certain field, that experience must be easily identifiable on your application.) Attaching a resume is not an alternative to filling out the application in its entirety. Noting "see resume" or any similar comment on any portion of your application may lead to you being disqualified for the position.  
 I agree to those terms  
 I do not agree to those terms

Almost there!

# Step 10: Complete the Supplemental Questions

## Supplemental Questions

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

**\*01** In order to be considered, applicants must provide accurate education and work history information in its entirety. The referenced information listed on the online application will be used to determine the applicant's qualifications toward meeting the minimum requirements for the position. (E.g., if you list that you have 6 years experience in a certain field, that experience must be easily identifiable on the 'Work Experience' section of your application.)

Attaching a resume is not an alternative to filling out the application in its entirety. Noting "see resume" or any similar comment on any portion of your application may lead to you being disqualified for the position.

Do you understand that in order to be considered for this position, accurate and complete education and work history information must be provided?

No

Yes

**\*02** Will you be at least 16 and no more than 19 years of age on June 6th, 2016?

Yes

No

**\*03** Which of the following best describes your level of education?

None

Not yet in High School

Currently Enrolled in a High School or GED Program, or the equivalent

Completed High School Diploma / GED or equivalent

Associate's Degree

Bachelor's Degree

Master's Degree

**\*04** Do you have the ability to perform physically demanding work such as park and trail maintenance or recreation outdoors in all weather conditions?

Yes

No

**\*05** Describe your background, experience and interest in the outdoors and the environment.

I like to go hiking on the weekends.

**\*06** Describe how you have helped others and/or how you have been involved in your own community. This could include work with family and friends or any clubs/organizations you belong to.

I volunteer at school to tutor the students in the lower math classes.

**\*07** Describe one environmental subject you are interested in.

Water conservation

**\*08** As stated on the notice section of this Job Announcement, you must submit three (3) reference forms as part of the interview process. Do you understand that, if selected for interview, you must hand-carry three reference forms to the interview, and failure to do so may disqualify you from the position?

Yes

No

[Proceed to Review](#)

Answer the supplemental questions and then click PROCEED TO REVIEW.

# Step 11: Check for errors.



Check your application for mistakes. Now is the time to fix them! When you're done, click PROCEED TO CERTIFY AND SUBMIT.

# Step 12: Submit!

## Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

- Work Experience

Initials

 By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that failure to answer all questions fully and truthfully may result in my disqualification for the position or termination of employment upon discovery. I understand the Municipality of Anchorage may contact prior employers, references, and/or other agencies to validate my application. And further, I expressly request former employers, references, and/or other agencies that may have pertinent information concerning me to furnish such information to Municipality of Anchorage officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage, of any nature whatsoever, for furnishing such information. This application is the property of the Municipality of Anchorage and will not be returned.

Sign with you initials and then click ACCEPT AND SUBMIT.



# Application Submitted!

Successfully submitted on 2/05/2016 at 4:51 PM Alaska

You can check the status of this application by visiting "Applications" in the main menu bar.

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Thank you for applying for employment with the Municipality of Anchorage. We have received your application. You will receive instructions by email as to the next step in the process.

**SUCCESS!!!**