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. 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 muni.org, click on the Government tab, and scroll down to Job Opportunities
STEP 2: Click on current job openings

STEP 3: Search for YEP
**STEP 4:** Look for the YEP CREW MEMBER (Public Service Student Aide 1) – Range 3 and click on the link
STEP 5: Click the apply button
Step 6: Click on create an account
Step 7: Create an account

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. (Hint: write it down) Click CREATE!

You’ll create a log-in name and password so be sure and keep track of those for the future. The password may be difficult to think of so make sure it has a number, letter, and special character.
Step 8: Import your resume if you have one.

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 9: Enter some general information about yourself.

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 10: Input your work experience.

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 11: Fill in your education experience.

Fill out the education section with your current high school information. Click SAVE and NEXT.
Step 12: Keep hitting next.

You can fill out the Additional Information, References, or Attachment sections if you want to, but feel free to skip them! When we call you to set up an interview, we’ll ask you to provide three references then.
Step 13: Answer the agency questions.

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.

Almost there!
Step 14: 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 noted on the online application will be used to determine the applicant qualifications toward meeting the minimum requirements for the position. (E.g., if you list that you have 5 years experience in a certain field, that experience must be clearly 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 the position, accurate and complete education and work history information must be provided?

☐ No
☐ Yes

*02 Are you at least 18 and no more than 65 years of age on June 1st, 2023?

☐ 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 parks and recreation maintenance or recreation duties 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 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 in 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 these reference forms to the interview, and failure to do so may disqualify you from the position?

☐ Yes
☐ No

Answer all of the supplemental questions and then click PROCEED TO REVIEW.
Step 15: 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 16: Submit!

Sign with you initials and then click ACCEPT AND SUBMIT.
SUCCESS!!!

Congratulations you have submitted your own application! If you have questions please contact Parks and Recreation staff yourself. **A parent or guardian should not do it for you.** This is one way we determine if you are ready for work!