



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

The screenshot shows the Municipality of Anchorage website. The URL is https://www.muni.org/Departments/employee_relations/Pages/jol.aspx. The navigation menu includes: Residents, Business, Government, Public Safety, Transportation, ePay, and Department. The breadcrumb trail is: Muni.org > Departments > Human Resources > Jobs. The main heading is "Employment Information". Below it, a paragraph states: "The Municipality of Anchorage is an Equal Opportunity and Affirmative Action Employer. We comply with Title 1 of the Americans with Disability Act and are committed to diversity in the workplace." The "Job Opportunities" section is highlighted with a yellow circle and contains a list of links: Current Job Openings (circled in yellow), Internal Job Openings (Current MOA Employees Only), Union Job Openings (Referral/Dispatch only), Fire Department, Police Department, Anchorage Water & Wastewater Utility, EasyPark, Municipal Internships, and Labor Organizations. A "How To..." link is also visible. On the right, a "Related Links" box contains: Job Descriptions, Driving Convictions Guidelines, and Benefit Summaries by Union/Group.

STEP 3: Search for YEP

The screenshot shows the governmentjobs.com website. The URL is <https://www.governmentjobs.com/careers/moa?keywords=YEP>. The page title is "JOB OPPORTUNITIES". The header features a banner with a mountain landscape and the text "Job Opportunities". To the right, it says "HUMAN RESOURCES" and "powered by NEOGOV". Below the banner, the address "632 W. 6th Avenue Suite 605 Anchorage, Alaska 99501" and the website "www.muni.org" are displayed. A search bar at the bottom contains the text "YEP" (circled in yellow) and a search icon. To the right of the search bar, it indicates "3 jobs found" and includes options for "Sort" and "Filter".

STEP 4: Look for the YEP CREW MEMBER (Public Service Student Aide 1) – Range 3 and click on the link

https://www.governmentjobs.com/careers/moa?keywords=YEP

Menu > JOB OPPORTUNITIES Sign In

YEP X Q 3 jobs found Sort Filter

YEP CREW LEADER (Recreation Specialist II) - Range 8 / AMEA (4 Vacancies) New

Anchorage, AK
Seasonal / Full Time - \$33,654.40 - \$43,035.20 Annually
Category: Recreation / Parks and Recreation / Parks
Department: Parks and Recreation

Open to the general public and any current Municipal employee. These positions are represented by the Anchorage Municipal Employee Association (AMEA) and are subject to the provisions of the current agreement between the Municipality of Anchorage and the AMEA. DEPARTMENT: Parks and Recreation HOURS OF WORK : Monday through...

in Posted today | Closes in 1 month

YEP CREW MEMBER (Public Service Student Aide I) - Range 3 / NON (Multiple Vacancies) New

Anchorage, AK
Temporary / Part Time - \$20,070.40 Annually
Category: Recreation / Parks and Recreation / Parks
Department: Parks and Recreation

Open to the general public and any current Municipal employee. These are non-represented positions (no union affiliation) and are subject to the provisions of the Personnel Rules of the Municipality of Anchorage. DEPARTMENT: Parks and Recreation HOURS OF WORK: Monday through Friday; between the hours of 8:45 a.m. to 4:45 p.m. LOCA...

in Posted today | Closes in 1 month

STEP 5: Click the apply button

37/yep-crew-member-public-service-student-aide-i-range-3-non-multiple-vacanci?keywords=YEP&pagetype=j... ☆ ☆ 🏠 🌐 ⋮

Skip to main content 🖨️ in 🐦 📘 ✉️

APPLY ✕

YEP CREW MEMBER (Public Service Student Aide I) - Range 3 / NON (Multiple Vacancies)

Salary ⓘ	\$23,878.40 Annually	Location ⓘ	Anchorage, AK
Job Type	Temporary / Part Time	Department	Parks and Recreation
Job Number	2021-07177		
Closing	3/13/2022 11:00 PM Alaska		

DESCRIPTION BENEFITS QUESTIONS

Job Information

Open to the general public and any current Municipal employee.

These are non-represented positions (no union affiliation) and are subject to the provisions of the Personnel Rules of the Municipality of Anchorage.

DEPARTMENT: Parks and Recreation
HOURS OF WORK: Monday through Friday; between the hours of 8:45 a.m. to 4:45 p.m.
LOCATION: Municipal Greenhouses, 1600 Lidia Selkregg Lane

These are temporary, part-time (36 hours per week) positions and will begin on approximately May 31, 2022 and end on approximately August 4, 2022.

Example of Duties
Provide youth ages 16 through 19 years with a first time job employment opportunity that includes on the job

Step 6: Click on create an account

SIGN IN TO APPLY [Create an account](#)

All fields are required

Sign In

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

or sign in with



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.



The screenshot shows a 'Create a new account' form. At the top, there are two links: 'Create a new account' and 'Sign In'. Below these are three input fields: '*Email', '*Username', and '*Password'. The '*Password' field is circled in green. A callout box with a black border and a white background points to the password field, containing the text: 'The password may be difficult to think of so make sure it has a number, letter, and special character.' Below the input fields is a dark blue 'Create' button. Underneath the button is a horizontal line with the text 'or create with' in the center. At the bottom, there are two social media login buttons: 'LinkedIn' (with the LinkedIn logo) and 'Facebook' (with the Facebook logo).


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!

Step 8: 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 9: 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 10: 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 11: 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 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.

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.

*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.)

*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.

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 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 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?

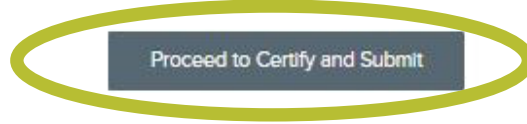
Yes

No

Proceed to Review

Answer 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!

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.



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!!!

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!