



Please return completed application to:
City Clerk
PO Box 167
410 Adams St
Seward, AK 99664
907) 224-4046
Fax (907) 224-4038
clerk@cityofseward.net

APPLICATION FOR APPOINTMENT TO THE PERSONNEL APPEAL BOARD

All information provided in this application is public information pursuant to the provisions of the Alaska Public Records Statutes Title 40, Chapter 25.

The Personnel Appeal Board serves as a neutral body to hear and render decisions on appeals submitted by any regular employee relative to disciplinary action, demotion, suspension, dismissal, interpretation, or alleged violation of the Personnel Rules and Regulations, and to certify its findings and decision, which final determination shall be subject to judicial review as may be allowed by law.

A list of not less than seven applicants shall be maintained by the city clerk. Applicants must be able to be fair and impartial, at least 21 years of age, have no criminal record, no current employment with the city, and are required to be a current resident for at least one year in the Seward, Bear Creek, or Lowell Point precincts. Because vacancies may arise, all applications are kept on file for three years. Applicants may apply for additional terms.

Personnel Appeal Board meetings are called as needed. Any given Personnel Appeal Board is composed of three members selected from the pool of approved applicants. Members are expected to attend all meetings of the board unless otherwise excused, and serve staggered terms of 3 years. Members are volunteers and do not receive any compensation.

If you are interested in serving on the Personnel Appeal Board, submit this required completed application at any time to the city clerk. Interviews with the city clerk are scheduled after receipt of application. To inquire about current openings or for additional information, please contact the city clerk.

Name: _____
Physical Address: _____ Mailing Address: _____
E-mail Address(s): _____
Phone: _____ Cell Phone: _____

Are you able to be fair and impartial at the personnel appeal hearing? Yes No
Are you at least 21 years of age? Yes No
Do you have a criminal record? Yes No
Have you had prior employment with the city? Yes No
Do you have current paid employment with the city? Yes No
Are you a current resident of either the Seward, Lowell Point or Bear Creek voting precincts? Yes No
Are you willing and able to attend all board meetings? Yes No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Personnel Appeal Board member? Yes No (If Yes, please explain.)

What experience do you have regarding escalated employment relations issues?

What experience or skills would you bring to the Personnel Appeal Board that pertains to adjudicating a dispute between employees and employers?

What is your interest in serving on the Personnel Appeal Board?

Have you ever served on an arbitration or similar appeal panel? Please describe.

What is your work experience (or submit a resume)?

Please provide any additional information you feel would be useful to the city clerk in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

By signing this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

Applicant printed name: _____

Applicant Signature: _____ Date: _____

City Clerk: Please notify applicant of status after submission of application and interview.

Applicant interviewed date: _____

Applicant approved: Yes No

If approved, applicant term of service: From _____, 20__ to _____, 20__

Modified from:

<http://www.pflugervilletx.gov/home/showdocument?id=12>

<http://www.mesaaz.gov/city-hall/advisory-boards-committees/personnel-appeals-board>

<https://www.surpriseaz.gov/2314/Personnel-Appeals-Board>

<https://www.cdaid.org/198/committees/personnel-appeals-board>

2/7/18 Carol Griswold