



CITY OF WASILLA • OFFICE OF THE CITY CLERK • 290 E. HERNING AVENUE • WASILLA, AK 99654
PHONE: 907.373.9090 • FAX: 907.373.9092 • EMAIL: CLERK@CI.WASILLA.AK.US

**APPLICATION FOR APPOINTMENT AS AN
ADMINISTRATIVE HEARING OFFICER**

An Administrative Hearing Officer shall be an attorney duly licensed to practice law in the State of Alaska, or have training and experience in arbitration, mediation, contract law, and Title 7, and 16, and/or Chapter 6.04 of the Wasilla Municipal Code. An administrative hearing officer shall hold no other appointed or elected office or position with the City.

Administrative Hearing Officers are appointed by the Mayor and confirmed by the City Council. Applicant names may be published in the newspaper and the merits of the appointment may be discussed during a public forum. **Please return completed applications to the City Clerk.** For detailed information visit the City's website (www.cityofwasilla.com).

NAME: _____

MAILING ADDRESS: _____

RESIDENCE ADDRESS: _____

E-MAIL: _____

Do you regularly check your email? Yes or No

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

OCCUPATION: _____

EMPLOYER: _____

- Do you reside within Wasilla City limits? Yes or No If so, for how long? _____
- Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? _____
- Does your schedule permit you to attend required hearings? Yes or No

- Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: _____
- Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: _____
- Please provide a **one-page resume with cover letter** to include education and experience that would enhance your application.
- Describe your experience and involvement in city government that would qualify you for this position and examples of your work history dealing with appeals from a planning commission and/or an animal care and regulation appeal; this may be included in your cover letter.

I understand that this is a voluntary, appointed position to be confirmed by the Wasilla City Council. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as an Administrative Hearing Officer requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: _____ Date: _____

(All information provided on this application is public)

Date Received: (date stamp below)	FOR OFFICE USE ONLY	
	Registered voter of the City: ___ yes ___ no	City Resident: ___ yes ___ no
	Resume Attached: ___ yes	Alaska Resident: ___ yes ___ no
	Date of Council Approval: _____ AM No.: _____	
	Date Applicant Notified: _____	