



# *Application for Employment*

*PRE-EMPLOYMENT DRUG SCREENING REQUIRED*

*Applicant Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*205 Brueger Street  
PO Box 531  
Wrangell, AK 99929  
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*(907) 874-2381  
FAX (907) 874-3952*

# *City and Borough of Wrangell*

## APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE    EQUAL OPPORTUNITY EMPLOYER

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### PERSONAL INFORMATION

Name

Last

First

Middle

Street Address

Street

City

State

Zip

Mailing Address

Street

City

State

Zip

Home Phone No.

Alternate Phone No.

Are you 18 years or older?

Yes

No

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### EMPLOYMENT DESIRED

Position

Full-Time

Part-Time

Salary  
Desired \$

Are you employed now?

If so, may we inquire of  
your present employer?

Have you ever worked for the City and Borough of Wrangell?

When?

Referred by:

Newspaper \_\_\_\_\_

City Website \_\_\_\_\_

Friend \_\_\_\_\_

Other \_\_\_\_\_

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### REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

Name	Phone Number	Address	Years Acquainted
1			
2			
3			

**EDUCATIONAL BACKGROUND**

Are you a high school graduate or have you passed a general education development (G.E.D.) test? Yes \_\_\_\_\_ No \_\_\_\_\_

Name and Location of High School: \_\_\_\_\_

List colleges, universities or professional schools attended. If more space is needed, attach additional copies.

School Name & Location	Major/Minor or Course of Study	Hours Completed	Degree

List any other job-related training or coursework: (vocational, trade, governmental, business, armed forces)

Job Related Training or Coursework	Course of Study	Hours Completed

List job-related licensure, registration or certification (trade licenses, EMT license, CLEET certification, CDL license, etc.)

License, Registration or Certification	Number	Expiration Date	Licensing Agency or Board

List other work related skills. I.e. computer experience and/or equipment experience.


Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes  No

Are you related to any Borough Assembly Member, Mayor, or Borough Manager? Yes  No   
 If yes, explain relationship \_\_\_\_\_

Are you related to anyone currently working with the City and Borough of Wrangell? Yes  No   
 If yes, explain relationship, department they work in, and name of employee? \_\_\_\_\_

Have you ever been convicted or pled guilty, no contest or had a suspended imposition of sentence to a crime? (This information does not in itself disqualify you for employment) Yes  No  to a felony? Yes  No

“I certify that all the information submitted by me on this application and any attachments are true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected. I understand that all job offers are made contingent upon successful completion of a pre-employment drug screen and background check. I authorize the City and Borough of Wrangell to contact my previous employers, references, and educational institutions regarding my background and employment history.”

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Begin with your current or most recent job. Include military service (indicate rank) and volunteer work. List each promotion or transfer as a separate job, even if they were with the same employer. All information in this section must be completed. Resumes can be attached as a substitute for this section of the application. Employers and supervisors may be contacted regarding your work experience. Please submit at least ten years of employment experience. If more space is needed, attach additional pages.

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Employer's Name and Phone Number: \_\_\_\_\_

Title of Your Position: \_\_\_\_\_

Dates of employment from \_\_\_\_\_ to \_\_\_\_\_

Examples of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ending Salary: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Title of Your Position: \_\_\_\_\_

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Examples of Duties: \_\_\_\_\_  
\_\_\_\_\_  
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Ending Salary: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Examples of Duties: \_\_\_\_\_  
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Ending Salary: \_\_\_\_\_ Supervisor's name and title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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