



Application for Employment

PRE-EMPLOYMENT DRUG SCREENING REQUIRED

Applicant Name: _____ ***Date:*** _____

***205 Brueger Street
PO Box 531
Wrangell, AK 99929
www.wrangell.com***

***(907) 874-2381
FAX (907) 874-3952***

City and Borough of Wrangell

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

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

☐

EMPLOYMENT DESIRED

Position

Permanent
Full-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_____

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 guilt, 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.

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:_____

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:_____

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:_____
