



## CITY AND BOROUGH OF WRANGELL

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Phone (907) 874-2381 Fax (907) 874-3952  
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### Employment Application

*The City & Borough of Wrangell is an Equal Opportunity Employer and Provider.  
A Pre-Employment Drug Screen and Criminal Background Check is Required.*

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

**Mailing Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Mobile phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Position applying for** \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No

If required by the position, do you have a valid Alaska driver's license? ☐ Yes ☐ No

Are you a US Citizen or do you have authorization to work in the US? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Have you worked for the City & Borough of Wrangell before? ☐ Yes ☐ No

If yes, provide the dates, positions, and departments \_\_\_\_\_

How did you find out about this position? ☐ Borough Website ☐ Word of Mouth ☐ Newspaper/Radio

☐ Borough Social Media ☐ Other Please specify \_\_\_\_\_

Are you related to any Borough Assembly Member, the Mayor, or Borough Manager? ☐ Yes ☐ No  
(this will not prevent employment with the City & Borough of Wrangell) If Yes, provide the name and relationship to this person \_\_\_\_\_

Are you related to anyone currently employed by the City & Borough of Wrangell? ☐ Yes ☐ No  
(this will not prevent employment with the City & Borough of Wrangell) If Yes, provide the name and relationship to this person \_\_\_\_\_

**Please provide the names of three professional references, whom you have known for at least one year**

Name	Phone	Relationship	Years acquainted

**Educational Background (include all that apply)**

	School name & location	Major/degree/certification	Year Completed
High school			
Trade school			
College			
College			
College			
Other			

Licensure, registration, certification, other special training	Number	Year	Expired/expires

Please describe what experience and skills you have obtained that qualify you for the desired position  
*(Note If provided in detail in an enclosed letter of interest, you may leave this section blank)*

#### Employment History

*( If this is provided in complete detail in an enclosed résumé or C.V., you may leave this section blank)*

Are you currently employed? ☐ Yes ☐ No      May we contact your current employer? ☐ Yes ☐ No

May we contact your previous employers? ☐ Yes ☐ No

**Instructions** - Begin with your current or most recent job. Include military service (indicate rank) and bona fide volunteer work. List each promotion or transfer as a separate job, even if with the same employer. All information in this section must be completed unless provided in complete detail on an enclosed résumé or C.V. Prior 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		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

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<b>Your position title</b>		<b>Start and end dates</b>	
<b>Describe duties</b>			
<b>Ending pay</b>		<b>Reason for leaving</b>	

<b>Employer</b>		<b>Supervisor name, title</b>	
<b>Your position title</b>		<b>Start and end dates</b>	
<b>Describe duties</b>			
<b>Ending pay</b>		<b>Reason for leaving</b>	

<b>Employer</b>		<b>Supervisor name, title</b>	
<b>Your position title</b>		<b>Start and end dates</b>	
<b>Describe duties</b>			
<b>Ending pay</b>		<b>Reason for leaving</b>	

<b>Employer</b>		<b>Supervisor name, title</b>	
<b>Your position title</b>		<b>Start and end dates</b>	
<b>Describe duties</b>			
<b>Ending pay</b>		<b>Reason for leaving</b>	

<b>Please explain any gaps in employment (optional)</b>			

**Address History**

Please submit at least ten years of history. If more space is needed, attach additional pages.

**Current Address**

Street Address	City, State	Zip Code	Length of Time at Address

**Previous Addresses**

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

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## Criminal History

**The following information does not in itself disqualify applicants from employment, but must be answered truthfully.**

This information will be reviewed by the Human Resources Department.

Have you ever been convicted of, pled guilty or no contest to, or had a suspended imposition of sentence to a criminal offense, including, but not limited to, a felony, misdemeanor, violation, or infraction under federal, state, or local law? ☐ Yes ☐ No

If yes, please provide dates and describe in full:

I certify that all the information submitted by me on this application and any attachments is true and complete to the best of my knowledge, and that I have not knowingly withheld any facts or circumstances. I understand that if any false information, omissions, or misrepresentations are discovered at any time, my application may be rejected and may be grounds for removal from eligibility, or discharge from employment. I understand that all job offers will be contingent upon a satisfactory background check and successful completion of a pre-employment drug screening and I authorize the City & Borough of Wrangell to conduct such. I further authorize the City and Borough of Wrangell to contact my references and any other persons/sources to verify the information on this application. If applicable to the position, I authorize the City & Borough of Wrangell to verify my driving record.

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

**City and Borough of Wrangell  
Equal Employment Opportunity  
Self Identification Survey**

<b><i>Last Name</i></b>	<b><i>First &amp; Middle Name</i></b>	<b><i>Date of Application</i></b>
<b><i>Position Applied For</i></b>		<b><i>Veteran Status</i></b>
		<input type="checkbox"/> Yes, I am a veteran
		<input type="checkbox"/> No, I am not a veteran

**To All Applicants**

The information requested on this page is voluntary and is used by the City and Borough of Wrangell to comply with the regulations of the Equal Employment Commission and the Alaska State Commission for Human Rights. This information will not be seen by the hiring board for any jobs that you are applying for or by any employee of the City & Borough of Wrangell, other than the HR Department. It will be kept confidential and be available only to Federal and State personnel legally charged with administering Civil Rights Laws and Regulations. However, statistical information compiled from records on age, gender, and race shall be made available to the public.

**RACE, ETHNICITY AND GENDER INFORMATION**

- |                                |                          |
|--------------------------------|--------------------------|
| African American               | <input type="checkbox"/> |
| Alaskan Native/American Indian | <input type="checkbox"/> |
| Asian or Pacific Islander      | <input type="checkbox"/> |
| Caucasian                      | <input type="checkbox"/> |
| Hispanic                       | <input type="checkbox"/> |
| Two or more Races              | <input type="checkbox"/> |
| I do not wish to identify      | <input type="checkbox"/> |

Gender:    ☐ Female                      ☐ Male                      ☐ I do not wish to identify

**Definitions of Racial/Ethnic Groups**

**The racial/ethnic groups for Federal and State reporting purposes are defined as follows:**

**African American**~ A person having origins in any of the black racial groups of Africa (not of Hispanic origin).

**Alaskan Native**~ A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida or Tsimshian origin.

**American Indian**~ A person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander**~ A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Caucasian**~ A person having origins on any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).

**Hispanic**~ A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**Two or more races**~ A person whose parents or ancestors are from two or more ethnic backgrounds described in this section.