



## CITY AND BOROUGH OF WRANGELL

P.O. BOX 531  
 Wrangell, AK 99929  
 Phone (907) 874-2381  
 Fax (907) 874-3952  
 Email amollen@wrangell.com

### Employment Application

<b>Applicant Name</b>		<b>Date</b>	
<b>Street Address</b>		<b>Mailing, if different</b>	
<b>Home phone</b>		<b>Mobile phone</b>	
<b>Email</b>			
<b>Position desired</b>			
<b>Are you currently employed?</b>	<b>Yes</b> <b>No</b>	<b>May we contact your current employer?</b>	<b>Yes</b> <b>No</b>
<b>Have you worked for the City &amp; Borough of Wrangell?</b>		<b>Yes</b> <b>No</b>	<b>When?</b>
<b>How did you find out about this position?</b>	<b>Borough Website</b>	<b>Newspaper</b>	<b>Friend</b>
<b>Other</b>			

Please provide the names of three references not related to you, whom you have known for at least one year

Name	Email	Phone	Years acquainted

#### Educational Background (select all that apply)

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

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

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

**Per Wrangell Municipal Code, relatives within the 2<sup>nd</sup> degree (which includes, by blood OR marriage, parents, grandparents, children, grandchildren, and siblings) of a Borough Assembly member cannot be hired for a Borough position. If related to the Borough Manager, the hire must be approved by the Assembly. WMC 3.04.114 - Nepotism**

Are you related to any Borough Assembly Member, the Mayor, or Borough Manager? Yes    No

If yes, how so?

Are you related to anyone currently working with the City and Borough of Wrangell? Yes    No

If yes, provide name of and relationship to this person

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

Have you ever been convicted, plead guilty or no contest, or had a suspended imposition of sentence to a crime?

Yes    No    If yes, was the crime a felony?    Yes    No

**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)*

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**Employment History**

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

**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.

<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>	

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<b>Describe duties</b>			

<b>Ending pay</b>		<b>Reason for leaving</b>	

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<b>Your position title</b>		<b>Start and end dates</b>	
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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>	

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 will be contingent upon a background check and may be contingent upon a successful completion of a pre-employment drug screening. I authorize the City and Borough of Wrangell to contact my previous employers, references, and educational institutions regarding my background and employment history.

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