

# CITY OF PESHTIGO

## Application For Employment

We consider applicants for all positions without regard to the race, color, religion, sex, national origin, age, marital status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

**(PLEASE PRINT or TYPE)**

Position(s) Applied For:	Date of Application:
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address Number	Street	City
		State
		Zip Code
Telephone Number(s)	Fax	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?  Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years or have one pending?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## Education

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				

Describe any specialized training, apprenticeship, skills and extra-curricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	WELL	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No  
 If yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

Do you have any relatives employed by the City of Peshtigo?  Yes  No  
 If yes, state their names and relationship.

**Employment Experience (You must complete this section. Resume attachments alone will not be accepted)**

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Length of Service	Work Performed
Address		
Telephone Number (s)	<u>Hourly Rate/Salary</u> Starting                      Final	May we contact your employer or supervisor? Yes _____ No _____
Job Title	Supervisor	Reason for Leaving

Employer	Length of Service	Work Performed
Address		
Telephone Number (s)	<u>Hourly Rate/Salary</u> Starting                      Final	May we contact your employer or supervisor? Yes _____ No _____
Job Title	Supervisor	Reason for Leaving

Employer	Length of Service	Work Performed
Address		
Telephone Number (s)	<u>Hourly Rate/Salary</u> Starting                      Final	May we contact your employer or supervisor? Yes _____                      No _____
Job Title	Supervisor	Reason for Leaving

**If you need additional space, please continue on a separate sheet of paper.**

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that a failure to completely fill out the application or follow its instructions may result in disqualification from possible employment. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTICE TO ALL APPLICANTS**

Wisconsin State Statutes, Section 19.36(7), 64.09(5), and 64.11(7) require public employees to treat the following items as a public record: Each applicant's

Application  
Records

Recommendations  
Qualifications

Except as provided in Section 19.36(7), Wisconsin State Statutes, which allows the identity of an applicant to remain confidential if the applicant requests in writing that the City not provide access to this information.

If you choose not to have this information become a public record, you must make such a request in writing to the City of Peshtigo. If you become a finalist for a City position, your identity may be disclosed as required by law.

<b>FOR PERSONNEL DEPARTMENT USE ONLY</b>				
Arrange Interview	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Remarks	_____			
	_____			
		Interviewer	Date	
Employed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Date of Employment _____			
Job Title	_____	Hourly Rate/Salary	_____	Department _____
By:	_____		Date	_____
	Name and Title		Date	_____