

**CITY OF LAKE WINNEBAGO
APPLICATION FOR EMPLOYMENT**

We are an Equal Opportunity Employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran or military status, or any other category protected by applicable federal, state or local laws.

PERSONAL INFORMATION Please print clearly.

Incomplete information could disqualify you from further consideration.

Date _____

Name _____

Address _____

_____ City _____ State _____ Zip Code _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)

Yes No

EMPLOYMENT DESIRED

Position desired _____

Date you are able to begin work, if hired _____

Hourly Rate/Salary desired _____

Type of employment desired: Full-time Part-time (Specify hours) _____

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

If not available any shift, overtime or weekends, please explain _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Have you previously applied for work with this Company? _____ If yes, when? _____

Have you previously worked with this Company? _____ If yes, provide dates of employment and reason for separation from employment _____

If applicable, list any other names by which you have been known which may be necessary for us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc. _____

EDUCATION	Name and location of school (Address, City, State)	No. of yrs. Attended	Degree Received	Course of Study / Major
High School				
College or University				
Graduate / Professional				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach additional sheets if needed. You may include any verifiable work performed on a volunteer basis, internships or military service, if applicable to the job. Failure to completely respond to each inquiry may result in disqualification from consideration.

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities		
May we contact? Y or N	If no, why not?		
Reason for leaving	Starting Hourly Rate or Salary		
	Final Hourly Rate or Salary		
What will employer state is reason for separation?	Were you disciplined? If so, for what reason?		

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Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the questions above, provide the company name and explain the circumstances of each occasion. _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? Yes No If yes, please explain. _____

List any relevant licenses or certifications you possess: _____

Computer Skills (please describe): _____

REFERENCES List the names and contact information of three work-related references we may contact. Individuals with no prior work history may list school or volunteer-related references.

Name	Address Phone Email	Company & Position	Relationship (supervisor, co-worker, etc.)	Years Acquainted
1				
2				
3				

DRIVING INFORMATION

Do you have a current valid driver's license? Yes No

If yes, License # _____ State _____ Expiration Date _____

Has your license ever been suspended or revoked? Yes No

If yes, explain _____

Do you have personal automobile insurance? Yes No

If no, explain _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?

Yes No If no, explain _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

APPLICANT CERTIFICATION

Please read carefully before signing.

The City of Lake Winnebago [City] is an equal opportunity employer. The City of Peculiar does not discriminate in employment on account of race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran or military status, or any other category protected by applicable federal, state or local laws.

The City of Peculiar is an at-will employer, meaning the City or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the City is authorized to enter into an agreement – express or implied – with me or any applicant for employment for a specified period of time unless such agreement is in a written contract signed by the City Administrator. If hired, I agree to conform to the rules and regulations of the City, and I understand that the City has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

I understand and agree that if driving is a requirement of my job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the City may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If the City has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests

is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the City's policies and applicable federal, state and local law.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality agreement, restrictive covenant, and/or conflict of interest statement.

If employed, I understand and agree that the City, to the extent permitted by law, may exercise its right without prior warning or notice, to conduct investigations of property (including by not limited to files, lockers, desks, vehicles, computers), and in some cases my personal property.

I authorize the City or its agents to confirm all statement contained in this application and/or resume as it related to the position I am seeking to the extent permitted by law. I agree to complete any requisite authorization forms for the background investigation that may occur.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish all current and/or previous employment history information. I hereby release, discharge, and hold harmless, to the extent permitted by law, any party delivering information to the City or its duly authorized representative pursuant to the authorization from any liability, claims, charges, or accuse of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the City and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorized the City to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

I certify that I have given to City of Peculiar true and complete information on this application and any supporting documents that may be provided. I understand that any falsification, misrepresentation, or omission of any information may results in disqualification from consideration for employment. No requested information has been concealed. I authorize City of Peculiar to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____ Date _____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the City of Peculiar, to the extent permitted by law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City representatives who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian _____ Date _____

This application will be considered active for a maximum of 90 days. If you wish to be considered for employment after that time, you must reapply.