



City of Green Lake – Employment Application

Qualified applicants are considered for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, marital or Veterans status, the presence of a non-job-related medical condition or handicap or any other legally protected status.

APPLICANT INFORMATION (PLEASE PRINT)

Date of Application _____

Name _____
Last First Middle

Address _____
Number Street Apt/Box City State ZIP

Telephone _____ Alternate Number _____

Are you a United States citizen or a permanent resident alien? _____ Yes _____ No
(In accordance with the immigration Reform and control Act of 1986, the City will employ only those persons legally authorized to work in the United States. Employment, if offered, is conditional upon the applicant's ability to establish verification of identity and authorization to work in the United States.)

Position for which you are applying _____

On what date would you be available for work? _____

Are you available to work: _____ Full-Time _____ Part-Time _____ Temporary

EDUCATION	NAME/LOCATION OF SCHOOL	HIGHEST GRADE COMPLETED	DEGREE/DIPLOMA EARNED	COURSE STUDIES
High School				
College				
Graduate/Professional				
Other				

MILITARY STATUS (check all that apply)

_____ Enlisted/Active Duty

_____ Enlisted or commissioned reserve or National Guard Service – active duty for training only.

Have you had any job-related training in the United States Military? _____

List any licenses, registrations and/or certificates you possess that are related to the job you are applying for to include driver's license, professional certificates, post graduate training, etc. _____

Describe any position-related training, apprenticeship skills, volunteer, or extra-curricular activities as relates to the job that you are applying for _____

Describe/list any honors you have received _____

Other qualifications: *(Summarize special job-related skills and qualifications acquired from employment or other experience.)*

EMPLOYMENT EXPERIENCE (Resumes may not take the place of a fully completed application)
Start with you present and/or last job. Include any job-related military service assignments and volunteer experience. Use additional sheet if needed.

Employer Name _____

Employer Phone Number _____

Employer Address _____

Position/Job Title _____

Salary _____

Reason for Leaving _____

Dates of Employment (Month/Year)

From _____ To _____

May we contact for reference?

_____ Yes _____ No _____ Later

WORK PERFORMED (include items on resume)

Employer Name _____

Employer Phone Number _____

Employer Address

Position/Job Title _____

Salary _____

Reason for Leaving _____

Dates of Employment (Month/Year)

From _____ To _____

May we contact for reference?

_____ Yes _____ No _____ Later

WORK PERFORMED (include items on resume)

Employer Name _____

Employer Phone Number _____

Employer Address

Position/Job Title _____

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Employer Name _____

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Employer Address

Position/Job Title _____

Salary _____

Reason for Leaving _____

Dates of Employment (Month/Year)

From _____ To _____

May we contact for reference?
_____ Yes _____ No _____ Later

WORK PERFORMED (include items on resume)

Employer Name _____

Employer Phone Number _____

Employer Address

Position/Job Title _____

Salary _____

Reason for Leaving _____

Dates of Employment (Month/Year)

From _____ To _____

May we contact for reference?
_____ Yes _____ No _____ Later

WORK PERFORMED (include items on resume)

Have you ever been convicted of an offense other than minor traffic violations? _____ Yes _____ No

List details:

Charges _____ Date _____ Location _____

Court _____ Disposition of Case _____

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Court _____ Disposition of Case _____

(Convictions will not necessarily disqualify an applicant from employment. It will be considered only as it may relate to the position you are applying for.)

PERSONAL/PROFESSIONAL REFERENCES

Please list three individuals and contact information who are familiar with your qualifications and background and who are not related to you.

Name	Address	Phone	Occupation/Work Relation



APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I forever waive, release and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality, and I will not request copies of such information. A copy of this authorization shall be effective as the original. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I agree that the City of Green Lake, Wisconsin, shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application. I understand, also, that I am required to abide by all rules and regulations of the employer. I understand that an offer of employment or continued employment, if hired, may be conditioned upon the results of a physical examination, including potential substance abuse screening. I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act.

Signature of Applicant _____ **Date** _____

FOR HUMAN RESOURCES DEPARTMENT USE

Arrange for an interview _____ Yes _____ No

Remarks: _____

Interviewer _____ Date _____

Employed _____ Yes _____ No Date of employment: _____

Job Title _____ Compensation _____ Dept _____

By (Name & title) _____ Date _____