

City of Altoona

1303 Lynn Avenue
Altoona, Wisconsin 54720
Ph: 715-839-6092
Fax: 715-839-1800

Employment Application

Position Applied For: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street # Street Name City State Zip

Telephone #: _____ E-mail: _____

Social Security #: _____ Driver's License #: _____

I am legally eligible for employment in the United States of America? Yes No If yes, verification will be required.

I will accept
full-time work? Yes No
part-time work? Yes No
I am of legal age to work? Yes No

If necessary for the job, I am able to:
work shifts? Yes No
work overtime? Yes No
provide a valid WI Driver's License? Yes No

EDUCATION: Attach résumé with education history or list below.	Years Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (may include grammar school)			

REFERENCES:
Attach résumé with four (4) references -or- list four (4) references who have knowledge of your work below.

Name	Address	Telephone	Occupation	Years known
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Name	Address	Telephone	Occupation	Years known
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Name	Address	Telephone	Occupation	Years known
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Name	Address	Telephone	Occupation	Years known
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EMPLOYMENT: Attach résumé with employment history or list below.

List last employment first. Include summer or temporary jobs. Be sure all your experience or employments related to this job are listed. **If necessary, you may use an extra sheet of paper.**

Employer Name and Address	Position Title/Duties Skills	Dates Employed from _____ to _____
	Supervisor's Name: _____ Telephone: _____	Reason for leaving

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Summarize other employment related to this job: _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Professional Licenses, Certificates or Registrations: _____

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness, please contact: Name: _____ Phone: _____

Address: _____ Relationship: _____

Please Note: **Failure to disclose** convictions of all violations of law (including, but not limited to all traffic violations, underage drinking, speeding, and ordinance violations) will disqualify you from further consideration for employment with the City of Altoona.

Pursuant to City policy, convictions for violations of law will not be an automatic disqualification from employment and will only be considered as it relates to specific jobs.

Do you have any criminal charges pending against you or were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts? Yes* No

*** If you checked yes, list all: (please use additional paper)**

Date & Place (to the best of your recollection)	Nature of Offense	Disposition

NOTICE TO APPLICANTS

Wisconsin Statutes, Section 19.36(7), 64.09(5), and 64.11(7) require public employers to treat the following items as public record: each applicant's Application, Recommendations, Records, and Qualifications. Except as provided in *Section 19.36(7), Wisconsin 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 Human Resources. However, if you become a final candidate for any position within the City of Altoona, your identity may be disclosed.

APPLICANT TESTING NOTIFICATION

Applicants with disabilities requiring special accommodations or considerations for any of our testing processes must contact Human Resources prior to the date of the test to inform the City of your request. No considerations will be made after tests have been administered.

CERTIFICATION STATEMENT (entering your name below certifies the following)

I am aware that a thorough investigation of my entire background, which may include, but not be limited to, an investigative credit report, a criminal background check, a driver's license record check, and/or a reference check, may be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the City of Altoona or its agent upon presentation of this or copy thereof. I understand that the background check might be done either before or after an employment decision is reached and, in fact, could conceivably be done on multiple occasions during employment.

I hereby certify that all information provided in this application is true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

Signature:

Date:

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.