

City of Altoona, WI

1303 Lynn Avenue, Altoona, WI 54720
Ph: 715-839-6092 | Fax: 715-839-1800
Email: cityhall@ci.altoona.wi.us

Employment Application

Position I am applying for: _____

Applicant's Name: _____
Last First Middle

Address: _____
Street # Street Name City State Zip

Telephone #: _____ E-mail: _____

How and/or where did I hear about this job? _____
(For example: city's website, WI Job Center, professional organization, WEAU Job Board, Leader-Telegram)

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:	Years Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (may include grammar school) _____			

REFERENCES: List four references who have knowledge of your work

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EMPLOYMENT: Attach résumé with employment history or list your employment 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 _____

EMPLOYMENT CONTINUED...

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

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

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

Summarize other employment related to this job: _____

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

Typing speed: _____ per minute.

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: _____

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 as required by law.

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

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.