

City of Altoona Parks & Recreation Department

1419 Front Porch Place
Altoona, Wisconsin 54720
Ph: 715-839-5188



Please print or type all information and return to:
Altoona Parks & Recreation Department, 1419 Front Porch Place, Altoona, WI 54720

Information

Last Name	First Name	MI

Positions Applying For: (Please list in order of preference)

1.
2.
3.

Current Address: _____
 Street City State Zip

Permanent Address: _____
 Street City State Zip

E-mail Address: _____

Do you have a valid Driver's License? _____ If yes, license #: _____

Home phone: _____ Cell phone: _____

Availability

Date to start: _____

Hours: _____ This should be the number of hours you are interested in working.

Days: _____

Education

Name & location of high school	Year in school	Date graduated

Name & location of college/university	Year in school	Major	Degree conferred/year

Volunteer Experience: (Only list if applicable to position applying for)

Organization	Position/Duties	Dates	Supervisor

Employment history: (please list three most recent positions)

Employer	Job titles/duties	Dates	Supervisor

References

Name	Address	Phone	Relationship

Do you have access to a car? (for some positions a vehicle is required) Yes No

Please explain why you feel you are a qualified candidate for this position?

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

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.

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.