



City of Nekoosa
951 Market Street
Nekoosa, WI 54457
715.886.7877 - City Clerk
715.886.7901 - Fax

APPLICATION FOR EMPLOYMENT

Position(s) Applied For: _____

NOTE: PERSONS SELECTED FOR EMPLOYMENT MAY BE FINGERPRINTED AND MAY BE GIVEN A MEDICAL EXAM. Any offer of employment is contingent upon evaluation of data received via fingerprint check and post-offer medical exam.

Name (Last, First, MI)		Social Security No.	
Address	City, State, Zip	Home Phone No.	
Email Address:		Cell Phone No.:	
Name and Telephone No. to notify in case of accident or emergency:			
Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		Period of Active Service	
Branch:		From:	To: Rank:
Will you accept Temporary Work <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you lawfully authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Part Time Work <input type="checkbox"/> Yes <input type="checkbox"/> No		If applying for a Police Officer position, are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you now or have you ever been Employed by the City of Nekoosa?		NOW <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, give Job Title
PAST <input type="checkbox"/> Yes <input type="checkbox"/> No		Department	Dates of Employment
Are you under age 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you possess a Valid Driver License? <input type="checkbox"/> Yes <input type="checkbox"/> No List D.L. No. and C.D.L. class.:	
Education	Name of School	Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
High School			
College			
Other Special Training:			
Membership in professional organizations:			
What machines or office equipment can you operate? (List equipment and how well you operate it.)			
Have you been convicted of offenses which relate reasonably to fitness to perform the particular job being applied for? If yes, give details below. <input type="checkbox"/> Yes <input type="checkbox"/> No Conviction record will not automatically exclude you from employment.			
Date of Offense	Place	Charges	Penalties

IMPORTANT: We need the information requested below to aid us in determining your qualification for the position. It is important that this data be as complete as possible in order that you receive maximum consideration. Please list your present and past full and part-time employment. Use additional sheets if necessary. You may also attach a resume to further explain your qualifications.

Employer	Your title	Name, Title, & Phone No. of Supervisor	
Address of Business		Reason for Leaving	
Your Duties		Salary	
		\$	
		From (Month & Year)	To (Month & Year)
Number of employees you supervised:		(hours per)	
Employer	Your title	Name, Title, & Phone No. of Supervisor	
Address of Business		Reason for Leaving	
Your Duties		Salary	
		\$	
		From (Month & Year)	To (Month & Year)
Number of employees you supervised:		(hours per)	
Employer	Your title	Name, Title, & Phone No. of Supervisor	
Address of Business		Reason for Leaving	
Your Duties		Salary	
		\$	
		From (Month & Year)	To (Month & Year)
Number of employees you supervised:		(hours per)	

REFERENCES: List three persons who are not related to you who have knowledge of you qualifications for the position for which you are applying, such as former coworkers, teachers, etc. Do not list names of supervisors listed under above Employment History.

Name	Business or Occupation	Phone

I certify that all statements on my application materials are complete and true to the best of my knowledge. I understand that false statements or omission of fact shall be sufficient cause for rejection of this application or dismissal, if I am now an employee of the City.

I understand that, if I am employed, such employment does not create a contractual obligation upon the City to continue my employment and that I may be terminated, with or without cause and with or without notice at any time.

The City of Nekoosa is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability, or veteran status.

I grant permission to the City of Nekoosa to conduct a criminal background and driver record check and investigate my references, to include past employers listed above; and I authorize my references and past employers to provide the City of Nekoosa information which the City deems appropriate. If there are any employers listed above whom you do not wish us to contact, please indicate:

Signature of Applicant

Date