



City of Nekoosa Application for Employment

Personal Information

Name _____ S.S. # _____
Last First Middle
Address _____
Street City State Zip Code
Telephone # _____ E-Mail _____ Driver License # _____
Best day/time to contact you _____
Position(s) applying for _____ Date of application _____

Employment Questions

Are you under age 18? Yes No

Are you able to work overtime if required? Yes No

If no, please explain

Have you applied here before? Yes No

Date(s) _____

Have you ever been employed here before? Yes No

Date(s) _____

Are you legally eligible for employment in this country? Yes No

Will you travel if it is required? Yes No

Have you ever plead "guilty" or "no contest" to, or been convicted, of a crime? Yes No If yes, please explain

First date available for work? _____

What is your desired salary or hourly range? _____

Education History

| School Name | City and State | Years Completed | Degree/Certificate Achieved |
|-------------|----------------|-----------------|-----------------------------|
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Employment History

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|--|----------|-----------|----------|
| Employment Dates | Employer | Job Title | Duties |
| Street Address | City | State | Zip Code |
| Telephone Number | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving? | | | |

| | | | |
|--|----------|-----------|----------|
| Employment Dates | Employer | Job Title | Duties |
| Street Address | City | State | Zip Code |
| Telephone Number | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving? | | | |

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| Employment Dates | Employer | Job Title | Duties |
| Street Address | City | State | Zip Code |
| Telephone Number | | | |
| May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Reason for leaving? | | | |

Have you ever been fired or asked to resign from a job?

Skills and Qualifications

Please list any special training, skills, licenses, and/ or certificates that make you an exceptional candidate for the position you are applying for.

List any special accomplishments, organizations you belong to, or other job-related information you would like us to consider.

References

Please list at least three business/work or school/personal references who are not related to you.

| Name | Title | Relationship to you | Telephone | Number of years known |
|------|-------|---------------------|-----------|-----------------------|
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Applicant Statement

Authorization for Release of Information

I hereby authorize the City of Nekoosa, its employees and its agents, to verify any information I have provided. I understand investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. These reports will include information as to my character, work habits, performance and experience along with the reasons for requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. (All inquiries are subject to the provisions of the Fair Credit Reporting Act.)

I authorize my current and previous employers, educational institutions, banking and other financial institutions, credit rating bureaus or institutions maintaining individual credit rating files, and governmental agencies or political subdivisions to give any information requested regarding my employment, character, and qualifications. Any previous employer is also hereby authorized to release any and all documents which, by agreement with me, have been designated as confidential or sealed.

I hereby expressly release and hold harmless the City of Nekoosa and the Nekoosa Police Department, their agents, employees and any person or organization who provides information or records relating to me from any and all liability or claiming related to the investigation of my personal employment audit or financial history. I further agree to release and hold harmless any person or entity which provides accurate and further information to the City of Nekoosa and the Nekoosa Police Department or its agents in the course of conducting a background check for the purposes of employment with the City of Nekoosa.

This release is valid for twelve (12) months immediately following the date of my signature below.

In compliance with the Privacy Act of 1974, the following is provided:

The disclosure of your Social Security Number (SSN) is voluntary. Failure to supply a SSN, however, may result in errors in processing your application. A false statement or a material omission on any part of your application may be grounds for termination from employment if hired by the City of Nekoosa.

My signed initials indicate that I have read, understand and approve of the previous Privacy Act notice:

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|-----------------------------|-------------------------------|
| | |
| Name (Please Print) | Social Security Number |
| Previous Names/Maiden Names | Current Address |
| Date of Birth | Driver's License Number State |
| Signature | Date |