



City of Port Washington

**APPLICATION
FOR EMPLOYMENT**
www.cityofportwashington.com
 AN EQUAL OPPORTUNITY EMPLOYER

City of Port Washington
 100 West Grand Avenue
 P. O. Box 307
 Port Washington, WI 53074
 Phone: (262) 284-2600
 Fax: (262) 284-7669

Date: _____

Position Desired: _____

Full Time
 Part Time
 On-Call/Relief Hours
 Temporary/Limited Term Employment

How did you learn of this position?

Newspaper: _____
 Employee
 Walk-In
 Employment Agency
 Job Line
 Internet
 Internal Posting
 Other: _____

PERSONAL

Name: (Last)	(First)	(M.I.)	Home Phone:
Address: (Street)		(Apt #)	Business Phone:
(City)	(State)	(Zip)	May we contact you at this #? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Social Security #:

List any other names by which you have been known: _____

Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	When will you be available for employment? _____
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Do you possess a valid Driver's License? Yes No Number: _____
 State Issued: _____

Do you possess a valid Commercial Driver's License? Yes No Number: _____
 State Issued: _____

Do you have access to a licensed vehicle? Yes No

Do you currently have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? Yes No If yes, please explain:

A conviction record will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? Yes No Name/Location of School: _____
 Name/Location of School: _____
 If no, have you passed a high school equivalency or GED test? Yes No Location and Date of Test: _____

TRAINING BEYOND HIGH SCHOOL: College or University, Technical College, Business College, or other schools you have attended.

College, University or School – Name and Location	Dates Attended (Month/Year) From To	Presently Attending?	Major/Degree Received
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education or training you have had which is not covered above; such as correspondence courses, service schools, in-service training. Please provide dates.

MILITARY

Complete this section if you served in the U. S. Armed Forces:

Branch of Service: _____ Rank at Discharge: _____
 Period of Active Duty (Month & Year) From: _____ To: _____
 Honorably Discharged? Yes No Date: _____

Describe your duties and any special training: _____

EMPLOYMENT RECORD

IMPORTANT: You must complete the employment sections of this application.
 Use additional sheets, if necessary. You may attach a resume to further explain your qualifications. All time **must** be accounted for. If unemployed for a period, indicate setting forth dates of unemployment.

(Please complete by beginning with last or current employer, then next to last, etc.)
 If currently employed, may we contact this employer? Yes No

Name of Employer:	Phone:	Dates of Employment:: From To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____

Description/Duties: _____

Name of Employer:	Phone:	Dates of Employment: From _____ To _____
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

Name of Employer:	Phone:	Dates of Employment: From _____ To _____
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

Name of Employer:	Phone:	Dates of Employment: From _____ To _____
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

REFERENCES		
List persons who are familiar with your qualifications and background.		
Name	Telephone	Nature of Relationship
1.		
2.		
3.		

Please complete the General Information/Special Skills Sections and /or attach a resume.

SPECIAL SKILLS OR QUALIFICATIONS

This information must be provided if you are applying for a position requiring these skills.

List here any skills which you feel are applicable to this position:

Describe here to what extent your training and experience have given you the technical knowledge, skill and interest to perform the type of work for which you are applying.

List any Memberships in Professional or Technical Associations:

Current License or Registration as a member of a trade or profession:

GENERAL INFORMATION

Please provide any additional information which you feel is relevant to this position. (Attach additional sheet if necessary)

FORMER ADDRESSES

Please list any former addresses that you have lived at in the last 10 years: (Please print)

Address

City

State

1.

2.

3.

4.

5.

6.

Please use the area below if you need more space.

I certify that the information provided on this application (and accompanying resume, if any) is true, correct and complete to the best of my knowledge without omissions of any kind. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment or job offer tendered to me will be contingent upon the results of additional testing, a complete background check, and fitness evaluation.

Signature of Applicant: _____

Date: _____

CITY OF PORT WASHINGTON
100 West Grand Avenue, Port Washington, WI 53074-0307

Department: _____

Applicant's Authorization and Acknowledgment

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying résumé, if any) to provide any relevant information to the City of Port Washington that may be required to enable the City of Port Washington to arrive at an employment decision. I understand that I may be required to submit to a pre-employment physical examination, including substance abuse screening, prior to appointment. I agree that the results of such examinations and screening may be released to the City of Port Washington only for consideration of my employment. I consent freely and voluntarily to participate in required drug tests and/or pre-employment physical examination. I understand that I may be fingerprinted and a criminal record check made of local, state, or federal authorities and that a conviction is not an automatic bar to my employment.

PLEASE NOTE: Under Wisconsin State Statutes, the identity of applicants must be revealed unless a request for confidentiality is received from the applicant. If you desire for your employment application and all related references and documents to remain confidential to the extent allowed by Wisconsin Statutes, you must provide written request for confidentiality. If no written request is received from applicants, the applicants' names must be disclosed. Wisconsin Statutes do require if request is made for the names of the finalists considered for employment, they be provided to those requesting such information.

OPTIONAL: I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

(For official use only, not to be released to unauthorized persons)

I hereby empower an employee of the City of Port Washington or other authorized representative bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources.

1. Municipal, State, or Federal law enforcement agencies
2. Selective Service System
3. Any banking institution
4. Any previous employer
5. Present employer
6. Any school, college, university or other educational institution.

I hereby release any Municipal, State, Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. Exceptions to this blanket authorization:

1. _____
2. _____
3. _____
4. _____

**COMPLETE ONLY IF YOU ARE
AT LEAST 18 YEARS OF AGE.**

Signature: _____

PLEASE PRINT (please state your full name, no nicknames):

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Driver's License # _____ State Issued: _____

Street Address: _____

City: _____ State _____ Zip: _____

Witness: _____ Date: _____