

# CITY OF CEDARBURG EMPLOYMENT APPLICATION

Qualified applicants receive equal consideration. The City of Cedarburg does not discriminate in employment on the basis of any race, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status.

## PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone ( ) \_\_\_\_\_

All offers of employment are contingent on the production of documents which verify eligibility to work in this country.

## EMPLOYMENT DESIRED

Position \_\_\_\_\_

Are you currently employed? Yes  No  Where? \_\_\_\_\_

May we contact your current employer? Yes  No  Ever applied to us before? Yes  No

Where? \_\_\_\_\_ When? \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

## EMPLOYMENT HISTORY (List present or most recent employer first)

(1) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(2) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(3) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Do you have any other skills you wish to mention? \_\_\_\_\_

If hired, when would you be available? \_\_\_\_\_ Salary requirements? \_\_\_\_\_

**EDUCATIONAL HISTORY**

High School \_\_\_\_\_ Location \_\_\_\_\_ Did you graduate? Yes  No

**COLLEGE OR UNIVERSITY TRAINING:**

School \_\_\_\_\_ Location \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ and Date \_\_\_\_\_ Degree Earned \_\_\_\_\_

**TRADE, BUSINESS OR CORRESPONDENCE SCHOOL:**

School \_\_\_\_\_ Location \_\_\_\_\_ Subjects Studied \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

**GENERAL:**

Subjects of Special Study: \_\_\_\_\_

Are you pursuing further studies? Yes  No

If yes, what studies? \_\_\_\_\_

**REFERENCES** (List the names of three persons not related to you, who know of your work or qualifications)

\_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**BACKGROUND INFORMATION**

Have you ever been convicted of a felony or misdemeanor? Yes  No

If yes, please provide an explanation: \_\_\_\_\_

[A conviction will not be an automatic bar to employment and will be considered only as it relates to the job in question.]

Have you ever paid a civil forfeiture or fine for a non-traffic related offense (including municipal ordinance violations?)

Yes  No  If yes, please provide an explanation: \_\_\_\_\_

[Payment of a civil forfeiture or fine will not be an automatic bar to employment and will be considered only as it relates to the job in question.]

Do you have any charge(s) pending against you? Yes  No

If yes, please provide an explanation: \_\_\_\_\_

[A pending charge or arrest will not be an automatic bar to employment and will be considered only as it relates to the job in question.]

Have you ever been criminally charged with an offense that was held open, suspended or dismissed after you agreed to a pretrial diversion program, treatment, rehabilitation, restitution or other alternative? Yes  No

If yes, please provide an explanation: \_\_\_\_\_

[Such an agreement is not an automatic bar to employment and will be considered only as it relates to the job in question.]

## PERSONAL STATEMENT

Indicate in a brief statement your interest in a position with the City of Cedarburg, personal qualifications, and special talents or experience which you believe demonstrates your potential to succeed in the position for which you are applying.

## AUTHORIZATION

I authorize investigation of all statements contained in this application or made by me during my interview. I understand that misinterpretation or omission of facts called for may be cause for rejection or subsequent dismissal if hired. I also authorize any former employer, person, firm, corporation or government agency to disclose to the City of Cedarburg any information they may have regarding me. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it. I agree that the City of Cedarburg shall not be held liable if I am denied employment or terminated following employment if it is verified that I submitted false statements or omitted substantive information.

**I release the City of Cedarburg, as well as any providers of information, from any liability and for any damage which may result from the furnishing of information provided during the background investigation of my application and interview except from the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.**

APPLICANT:

Dated: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Interviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Salary Classification \_\_\_\_\_

Assignment \_\_\_\_\_

Hired \_\_\_\_\_

Approval \_\_\_\_\_