

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 _____