

# CITY OF STURGEON BAY EMPLOYMENT APPLICATION

All applicants for employment must complete a standard City of Sturgeon Bay employment application. Resumes and other appropriate certificates may be attached and submitted along with a completed application. Resumes may not be submitted in lieu of the Application.

The City of Sturgeon Bay is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the City of Sturgeon Bay to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, the City of Sturgeon Bay intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

## PLEASE PRINT PLAINLY - BE SURE TO SIGN THIS APPLICATION

Date _____				
Name: _____				
Last	First	Middle		
Address: _____				
No.	Street	City	State	Zip
Home Phone: _____		Cell Phone: _____	Business Phone: _____	
Email Address: _____				

Have you ever applied for employment with us before: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when (month and year) _____	
Have you been previously employed by the City of Sturgeon Bay? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when? _____ In what capacity? _____	

Who referred you to the City of Sturgeon Bay: <input type="checkbox"/> Our Advertisement <input type="checkbox"/> City Web Site <input type="checkbox"/> Job Service	
<input type="checkbox"/> Cable TV Govt/Public Access Channel <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend/Relative <input type="checkbox"/> No One	

<u>EMPLOYMENT DESIRED</u>	
Position(s) applied for _____	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
If part time, what days and hours are you available? _____	
Date available to start _____	Salary requirement _____

List names and relationships of any relatives who are City of Sturgeon Bay employees: \_\_\_\_\_

\_\_\_\_\_

PERSONAL DATA

Are you legally eligible for employment in the United States?      Yes    No

Are you at least eighteen years old?    Yes    No

EDUCATION

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

MILITARY

Branch \_\_\_\_\_

What were your duties? \_\_\_\_\_

\_\_\_\_\_

Did you receive any specialized training?    Yes    No

If yes, describe \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT HISTORY

Please give accurate and complete information. Start with present or most recent employer. Please attach additional pages, if necessary.

Company Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ Employed from mo./yr. \_\_\_\_\_ / \_\_\_\_\_ to mo./yr. \_\_\_\_\_ / \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Employed from: mo./yr. \_\_\_\_\_ / \_\_\_\_\_ to mo./yr. \_\_\_\_\_ / \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_  
Position and Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Employed from mo./yr. \_\_\_\_\_ / \_\_\_\_\_ to mo./yr. \_\_\_\_\_ / \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_  
Position and Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Employed from mo./yr. \_\_\_\_\_ / \_\_\_\_\_ to mo./yr. \_\_\_\_\_ / \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_  
Position and Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Employed from mo./yr. \_\_\_\_\_ / \_\_\_\_\_ to mo./yr. \_\_\_\_\_ / \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_  
Position and Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

REFERENCES

May we communicate with your present employer?  Yes  No

List three people (no relatives) you have worked with and whom we may contact for a reference.

Name	Address	Phone

=====

Please read the following statements carefully before you sign your name.

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in the Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to the City of Sturgeon Bay. This included furnishing a false name or social security number. *I have read, understand and agree to the above statement.* (Please initial here). \_\_\_\_\_

I further understand that no representative of the City of Sturgeon Bay has the authority to enter into any agreement for employment for any specified period of time and that the City of Sturgeon Bay is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by the City of Sturgeon Bay. *I have read, understand and agree to the above statement.* (Please initial here). \_\_\_\_\_

If employed, I agree to abide by all of the work and safety rules of the City of Sturgeon Bay. I understand that the City of Sturgeon Bay is committed to maintaining a drug-free workplace. I am aware that the City of Sturgeon Bay may require a drug test as part of the hiring process. Also if employed, I realize that the City may conduct post-accident, reasonable suspicion, periodic and/or random drug and/or alcohol testing of its employees. *I have read, understand and agree to the above statement.* Please initial here). \_\_\_\_\_

I understand that permanent residency for full-time employment is a requirement of employment with the City of Sturgeon Bay and agree that if hired I must establish residency within the city limits of Sturgeon Bay within 6 months of employment. Please initial here). \_\_\_\_\_

I understand that this application will remain on file for sixty days for consideration. After sixty days, if I am still interested in a position with the City of Sturgeon Bay, it will be necessary for me to complete a new application form.

SIGN HERE \_\_\_\_\_ DATE \_\_\_\_\_