

City of Waterloo, Wisconsin  
 Application for Employment  
 We Are an Equal Opportunity Employer

**NOTICE:** Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

**1. PERSONAL INFORMATION**

<b>Name in Full (Last, First, Middle)</b>			<b>Social Security Number</b>
<b>Address (Apartment, Street, P.O. Box)</b>			<b>Home Telephone Number</b> (    )
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Work Telephone Number</b> (    )

Are you over the age of 18?  Yes  No                      Are you a United States citizen?  Yes  No

Do you have a valid Wisconsin driver's license?  Yes  No      Do you have a valid driver's license from another state?  Yes  No

Have you ever been convicted of a felony?  Yes  No  
 If yes, please attach a separate sheet giving full information.

**2. EDUCATION**

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
<b>High Schools</b>					
<b>College</b>					
<b>Graduate School</b>					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

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POSITION APPLIED FOR: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

### 3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From      To  Full-Time <input type="checkbox"/>  Part-Time <input type="checkbox"/>  Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From      To  Full-Time <input type="checkbox"/>  Part-Time <input type="checkbox"/>  Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From      To  Full-Time <input type="checkbox"/>  Part-Time <input type="checkbox"/>  Annual Salary/Wages:	Reason for Leaving
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From      To  Full-Time <input type="checkbox"/>  Part-Time <input type="checkbox"/>  Annual Salary/Wages:	Reason for Leaving

#### 4. MILITARY SERVICE

Branch of Service	Month/Year Served From	To	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

List special schools attended/skills acquired during military service.

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#### 5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name _____	<b>Number of Years Acquainted</b>
Address _____	<b>Position/Title/Profession</b>
City/State/Zip _____	
Telephone Number (    ) _____	

Name _____	<b>Number of Years Acquainted</b>
Address _____	<b>Position/Title/Profession</b>
City/State/Zip _____	
Telephone Number (    ) _____	

Name _____	<b>Number of Years Acquainted</b>
Address _____	<b>Position/Title/Profession</b>
City/State/Zip _____	
Telephone Number (    ) _____	

#### 6. GENERAL

**COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.**

For questions A-C, attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

**APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW**

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information provided and statements made are subject to verification.

**CERTIFICATION**

**ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.**

**I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.**

Applicant's signature:

Date signed:

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