



CITY OF MARINETTE

APPLICATION FOR EMPLOYMENT

Regular

Marinette City Hall, 1905 Hall Avenue, Marinette, WI 54143
 Phone (715) 732-5149 Email jnelson@marinette.wi.us

The City of Marinette is an equal opportunity employer. All hiring, promotion practices and other terms and conditions of employment shall be maintained and conducted in a manner which does not illegally discriminate on the basis of age, race, religion, color, disability, pregnancy, marital status, sex, national origin, ancestry, or any other legally protected status.

To apply mail, email, or drop off application and any other documents such as cover letter or resume as listed above.

Application Instructions:

- Please print in ink or type.
- Application must be fully completed to be considered for employment. Incomplete applications may be rejected.
- If more space is needed, indicate this on the application form and attach sheets of the same size as this application.
- A separate application is required for each position.

POSITION APPLIED FOR: _____

DATE: _____

| PERSONAL INFORMATION | | | | | |
|--|------------------------------|---|---|---|-----------------------------|
| Name in Full (Last, First, Middle) | | | Cell Phone Number | | Home Telephone Number |
| Address (Apartment, Street, P.O. Box) | | | Social Security Number | | |
| City | | State | Zip Code | Email Address | |
| Have you previously been employed by the City of Marinette? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, was employment under a different name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, what dates, position and department? | | | If yes, what was the different name? | | |
| Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Are you interested in: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary | | | Date available to start work | | |
| Can you travel if position required it? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Wisconsin Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No, Which State? DL Number: | | Commercial Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No Endorsements: | |
| Are you related to or cohabitate with any City employee or elected official? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state your relationship: Employees name: | | | How did you hear of this position? <input type="checkbox"/> City Website <input type="checkbox"/> City Employee <input type="checkbox"/> Another Website <input type="checkbox"/> Other | | |

EDUCATION

| Name of School and Location | Graduated (Yes) | Graduated (No) | Degree Received | Field or Major Study |
|-----------------------------|--------------------------|--------------------------|-----------------|----------------------|
| High School | <input type="checkbox"/> | <input type="checkbox"/> | N/A | N/A |
| Tech | <input type="checkbox"/> | <input type="checkbox"/> | | |
| College | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | | |

MILITARY

| Branch of Service | Period of Active Duty (Month/Year) | Rank at Discharge | Type of Discharge | Date of Final Discharge |
|-------------------|------------------------------------|-------------------|-------------------|-------------------------|
| Special training: | | | | |

EMPLOYMENT HISTORY

Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past. Begin with your current or most recent job, then list each previous employer in order. All boxes must be completed. Do not refer us to your resume as your application and resume may be separated during selection and you could appear unqualified.

Are you currently employed? Yes No May we contact your current employer? Yes No

| | | |
|-------------------------------|----------------------|--------------------|
| Name of Employer | From: To: | Your Job Title |
| Address City, State, Zip | Hours per week | Job Duties |
| Supervisor's Name / Telephone | Annual Salary / Wage | Reason for Leaving |

| | | |
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(For additional employers, please use a separate sheet of paper)

Explain any gaps in employment

REFERENCES

Work or education-related (former employers, supervisors, co-workers, school faculty). No relatives/significant others.

| | | | | |
|------|------------|------------------------|-------------|--------------|
| Name | Occupation | Nature of relationship | Years known | Phone Number |
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SPECIAL SKILLS AND QUALIFICATIONS

Describe any specialized training, apprenticeship, job-related skills and extra-curricular activities: (equipment operated, software, programs, foreign languages, professional licenses, professional or trade organizations, etc.)

RECORD OF LAW ENFORCEMENT CONVICTIONS

Have you ever been convicted of an offense other than minor traffic violations? Yes No If yes, list details below for all violations of law (felonies, misdemeanors, and traffic incidents/offenses). Use additional sheet if necessary. Convictions are not an automatic bar to employment. This information will only be used if relevant to the position for which you are applying.

| DATE | MUNICIPAL/COUNTY/STATE | LAW VIOLATED | DISPOSITION (forfeited, fined, etc.) |
|------|------------------------|--------------|--------------------------------------|
| | | | |
| | | | |
| | | | |

AUTHORIZATION AND SIGNATURE

I hereby certify that all answers made on or in connection with this application are true, complete and correct to the best of my knowledge. I understand that any misstatements, false information, or omissions of fact on this application subject me to disqualification or dismissal.

I understand and agree that all information furnished in this application may be verified by the City of Marinette. I also understand that any employment is subject to a satisfactory check of references and satisfactory results of a criminal background check, drug/alcohol screen, and any other required examinations. I understand this may be required as a condition of employment or continued employment and understand that unless otherwise prohibited by law, refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including dismissal. As a condition of employment, I understand, I am required to comply with the City of Marinette's drug-free workplace policy.

I understand that this application is not, nor is it intended to be a contract for continued employment.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish the City of Marinette with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies, and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

| | |
|---------------|-------|
| NAME (Print): | Date: |
|---------------|-------|

| |
|------------|
| Signature: |
|------------|

Thank you for completing this application form and your interest in employment with the City. We would like to assure you that your opportunity with the City of Marinette will be based only on your merit and fitness and on no other consideration. Your application will remain active for six (6) months from the date that you apply. Hiring is contingent on the successful completion of a pre-employment drug test.