



Menomonie Recreation Department

Leisure Services Center • 1412 6th Street E • Menomonie, WI 54751 • (715) 232-1664
E-mail: menorec@menomonie-wi.gov

APPLICATION FOR EMPLOYMENT

POSITIONS APPLIED FOR

NOTE: COMPLETE JOB DESCRIPTIONS FOR ALL POSITIONS ARE AVAILABLE AT THE MRD OFFICE.

1. _____

2. _____

PERSONAL

Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone (Daytime) _____ (Evening) _____

E-mail Address _____ Fax Number _____

Social Security Number _____

Are you 18 or older? Yes _____ No _____ If not, what is your date of birth? _____

EDUCATION	NAME OF SCHOOL	DATE	MAJOR	DIPLOMA DEGREE	YEARS COMPLETED
High School	_____	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate/Professional	_____	_____	_____	_____	_____

Extracurricular activities/honors/volunteer experiences: _____

REFERENCE

PLEASE LIST THREE OTHER THAN RELATIVES THAT CAN BE CONTACTED FOR ADDITIONAL INFORMATION ABOUT YOUR SCHOOL AND WORK HABITS. THESE PEOPLE WILL BE ASKED TO COMPLETE A REFERENCE CHECK FORM THROUGH THE MAIL.

NAME

ADDRESS

CITY

PHONE

OCCUPATION

1. _____

2. _____

3. _____

SPECIAL TRAINING	YES	NO	ISSUING ORGANIZATION	EXP DATE
First Aid Certification	<input type="checkbox"/>	<input type="checkbox"/>		
CPR Certification	<input type="checkbox"/>	<input type="checkbox"/>		
Lifeguard Certification	<input type="checkbox"/>	<input type="checkbox"/>		
Water Safety Instructor	<input type="checkbox"/>	<input type="checkbox"/>		
State Teachers Certification	<input type="checkbox"/>	<input type="checkbox"/>		
Officiating Certification	<input type="checkbox"/>	<input type="checkbox"/>		
Coaching Certificate/Course	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>		
Other				

WORK EXPERIENCE

PLEASE LIST YOUR TWO MOST RECENT JOBS IN THE LAST FIVE YEARS.

Company _____	Phone _____
Address _____	City _____ Zip _____
Position _____	Dates employed _____
Immediate Supervisor _____	Reason for leaving _____
Company _____	Phone _____
Address _____	City _____ Zip _____
Position _____	Dates employed _____
Immediate Supervisor _____	Reason for leaving _____

GENERAL INFORMATION

1. Have you ever been disciplined for absenteeism or tardiness by any previous employer?
Yes _____ No _____ If yes, please explain: _____
2. Have you ever been discharged or asked to resign by any of your former employers?
Yes _____ No _____ If yes, please explain: _____
3. Within the past five years have you ever been convicted, pled guilty or pled no contest to a felony or misdemeanor?
Yes _____ No _____ If yes, please explain: _____
4. Have you ever been convicted of any crime involving children as victims or participants?
Yes _____ No _____ If yes, please explain: _____

By signing my name below, I:

- Certify that the answers and information I have provided are accurate and complete to the best of my knowledge.
- Authorize the investigation of any information provided in this application that is deemed necessary by this department in arriving at an employment decision.
- Understand that if I am employed and any information provided by me on this application that is false or misleading may result in my discharge.

Signed _____ Date _____

The City of Menomonie is an equal opportunity employer. Applications for positions in this organization are considered for employment regardless of their age, race, color, religion, sex, national origin, marital status or non-job related handicap or medical condition.