



# City of **MENOMONIE**

## Application for Employment – Non-Exempt Status

Date: \_\_\_\_\_

Instructions: To be filled out by the applicant in ink or online. Check (x) in the appropriate blanks ( ) where necessary. If additional details will be of value in answering these questions, use a separate sheet. False or misleading statements will be cause for rejection or dismissal after the appointment.

**Position Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Born U.S. Citizen:**  Yes  No: If a naturalized citizen, you must file proof with this application.

**Have you previously applied with the city?**  Yes  No

**If "yes", give position applied for and date of application:** \_\_\_\_\_

**Name & Location of school last attended:** \_\_\_\_\_

**Degree or Diploma Obtained:** \_\_\_\_\_

**List any certifications obtained by you:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Do you have a valid driver's license:**  Yes  No

**If yes, what state?** \_\_\_\_\_

**Do you have a valid commercial driver's license:**  Yes  No

**If yes, what state?** \_\_\_\_\_

### **Previous Employment**

Give a complete account of your previous employment history (preferably full-time), including apprenticeships. Start with your present or most recent position and work back. Your experience will be evaluated based on this information. Emphasize your own specific tasks. List each promotion as a separate job. **If more space is required, attach a separate sheet and follow the same format.**

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

**Name & Title of Immediate Supervisor:** \_\_\_\_\_

**Final Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

**Name & Title of Immediate Supervisor:** \_\_\_\_\_

**Final Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**If now employed, can the City contact your present employer about your qualifications?  Yes  No**

**Would you accept temporary employment?  Yes  No**

Have you ever been charged or convicted of any crime or misdemeanor other than a traffic violation?

Yes  No If yes, state in full: County: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Court: \_\_\_\_\_ Offense: \_\_\_\_\_ Disposition: \_\_\_\_\_

I certify that all statements I made on this application are true, complete, and correct.

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

The City of Menomonie is an Equal Opportunity Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in the recruitment process. Please notify the City Administrator to request special accommodations prior to the application deadline.