



# Menomonie Recreation Department

Leisure Services Center • 1412 6<sup>th</sup> 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.