

TOWN OF RICE LAKE APPLICATION FOR EMPLOYMENT

The Town of Rice Lake considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other protected status.

(PLEASE PRINT)

Position Applied for	Date of Application
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How Did You Learn About The Position?

___ Advertisement ___ Friend ___ Walk In ___ Relative ___ Other _____

Name	Phone #
Address	Social Security #
City/State	

Have you ever submitted an application with us before? ___ Yes ___ No

If Yes, give date _____

Have you ever been employed with us before? ___ Yes ___ No

If Yes, give date _____

Are you currently employed? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

___ Yes ___ No

(Proof of citizenship or immigration status will be required upon employment.)

Are you currently on "lay-off" status and subject to recall? ___ Yes ___ No

Are you a licensed driver? ___ Yes ___ No If yes, licensed in what State? _____

DL# _____

License Class/Endorsements: _____

Are you able to lift a minimum of 50 pounds? ___ Yes ___ No

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills that are applicable to the job you are applying for.

Other certifications/skills required by position (job) description (list):

Employment Experience: Start with your present or last position. Include any position-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary From To	
Position Title	Supervisor	
Reason for Leaving (If still employed, state reason for seeking other employment.)		
2. Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary From To	
Position Title	Supervisor	
Reason for Leaving		
3. Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary From To	
Position Title	Supervisor	
Reason for Leaving		
4. Employer	Dates Employed From To	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary From To	
Position Title	Supervisor	
Reason for Leaving		

If you require additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

On a separate sheet of paper, state any additional information you feel may be helpful to us in considering your application and attach such to this application.

References:

1. _____
(Name) Phone # Email Address

(Address)

2. _____
(Name) Phone # Email Address

(Address)

3. _____
(Name) Phone # Email Address

(Address)

Note: The following must be signed in order for this application to be considered.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In connection with my application for employment with City of Rice Lake , I hereby authorize City of Rice Lake and its designated agents to conduct a full investigation into my character, general reputation, personal characteristics, prior employment history and police report history in accordance with applicable law. I understand that I have the right to request disclosure of any investigative report prepared by an investigative agency in connection with this authorization within the time period provided by law, in the event City of Rice Lake would inform me that my application was denied or an offer of employment was withdrawn based upon information contained in the investigative report.

I hereby release City of Rice Lake, its officers, directors, employees or agents and any individuals, corporations or organizations who provide information to City of Rice Lake in connection with this authorization from any liability or claims for damages.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

FOR DEPARTMENT USE ONLY

Date Received: _____

Position Applied For Is Open: Yes No

Position Considered For: _____

Notes: _____

