

**CITY OF MINERAL POINT**  
137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565

**EMPLOYMENT APPLICATION**

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

Applicants are considered for all positions without regard to race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, marital or veteran status, disability, handicap or arrest or conviction record.

Date \_\_\_\_\_

(Please Print)

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

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If offered employment, you will be required to provide documentation to verify eligibility.)*

Have you been convicted of a crime (do not include minor traffic violations or ordinance violations)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

*(You must report all convictions, past and present. A conviction will not automatically disqualify you from employment but any dishonesty relevant to this response will remove your application from further consideration or result in termination of your employment.)*

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

List professional trade, business or community activities and offices held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma or GED certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Colleges, military, trades, business or other schools attended:

| Name & Location | Course of Study | Dates | Degree/Diploma |
|-----------------|-----------------|-------|----------------|
| _____           | _____           | _____ | _____          |
| _____           | _____           | _____ | _____          |
| _____           | _____           | _____ | _____          |
| _____           | _____           | _____ | _____          |

Licenses or Certificates you have that indicate specialized skills or training:

| Title of License or Certificate | Issuing Agency | Skill Area |
|---------------------------------|----------------|------------|
| _____                           | _____          | _____      |
| _____                           | _____          | _____      |
| _____                           | _____          | _____      |
| _____                           | _____          | _____      |

Are there any special skills you have that you would like us to be aware of?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORK EXPERIENCE

Start with your present or last job. Include intern or volunteer work as well as full-time or part-time employment.

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Employer

Address

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Your Title

Supervisor's Name & Telephone Number

Duties: \_\_\_\_\_

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Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

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

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Employer

Address

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Your Title

Supervisor's Name & Telephone Number

Duties: \_\_\_\_\_

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Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

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

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Employer

Address

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Your Title

Supervisor's Name & Telephone Number

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ to \_\_\_\_\_.

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

\_\_\_\_\_

### SUPPLEMENTAL QUESTIONS

1) How would you work with the public: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) How would you manage employees? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) How would you handle record keeping? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I certify that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from employment, or if already employed, will result in dismissal. My signature authorizes the City of Mineral Point to secure my driving record (if position requires driving), transcripts from educational institutional institutions to verify credits/degrees, employment-related information from former employers or references, and any information needed to complete a criminal background check. I understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to appointment to a position with the City of Mineral Point; I also understand that refusal to participate will result in the withdrawal of any offer of employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_