



CITY OF NEENAH
APPLICATION FOR EMPLOYMENT
 Dept. of Legal & Administrative Services
 211 Walnut Street
 PO Box 426
 Neenah, WI 54957-0426
 920-886-6102
 Fax 920-886-6109
 www.ci.neenah.wi.us

Instructions:

1. Answer all questions completely, please do not write "See Resume"
2. Date and sign the application on last page.
3. Attach resume and additional information as necessary.
4. Return to the above address.

The City of Neenah is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of the City to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, sexual orientation, age, sex, veteran status or disability, or any other basis prohibited by Federal or State law. As an Equal Opportunity Employer, the City intends to comply fully with all Federal and State laws and the information requested on this application will not be used for any purpose prohibited by law.

Position Desired: _____ Date: _____

Are you interested in: Full-time: _____ Part-time: _____ Either: _____ Salary Expected: _____

Name: _____

Address: _____

City, State, Zip: _____

Telephone: Home: _____ Cell: _____

E-Mail Address: _____

(We will use e-mail whenever possible, so please provide an e-mail that is checked regularly)

Referred by: Newspaper Ad Internet – City Website Internet – Career Builder
 Internet - Jobnet Internet - other _____ Other _____

Have you worked for us before? _____ If yes, when? _____

Are you legally authorized to work in the United States? _____

May we contact your current employer? _____

EMPLOYMENT RECORD

Please complete this page to include at least your last 10 years of employment. Account for any periods of unemployment as well as military service. Please attach additional pages if necessary.

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for seeking other employment: _____

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving: _____

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving: _____

From (Mo-Yr) _____ To (Mo-Yr) _____ Job Title or Occupation: _____

Company name and address: _____

Supervisor's name & title: _____ Supervisor's phone #: _____

Description of your duties: _____

Highest salary earned \$ _____ per _____ Full time Part time

Reason for leaving: _____

EDUCATION AND TRAINING

Did you graduate from high school? YES NO

If yes, name and location of high school. _____

If no, have you passed a high school equivalency or G.E.D. Test? YES NO

Location of Exam: _____

Training beyond high school (college or university, business college, military or other training you have received). **Indicate credits earned or completed.**

Name and Location	Full or Part Time	Credits Earned	Major / Minor	Degree

REFERENCES

Examples include additional supervisors not listed previously or volunteer coordinators/lead workers knowledgeable of your work performance. Do not include individuals listed under employment record. Do not include personal friends or relatives.

Reference name and address: _____

Relationship to reference: _____

Reference's Telephone number: _____

Reference name and address: _____

Relationship to reference: _____

Reference's Telephone number: _____

Use this space for any additional information or comments regarding your qualifications for employment:

CONVICTION RECORD

List any other names by which you have been known on official records (including maiden name). _____

Please list **all** convictions (including felonies and misdemeanors). Exclude minor traffic offenses and convictions prior to your 18th birthday. Conviction is not an automatic bar to employment. Each case is considered on its individual circumstances. A subsequent discovery by the City of false or incomplete information may be considered grounds for termination.

Date	Charge	Place	Court	Action Taken

**Please Read Carefully
Applicant's Certification and Agreement**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application or given to the employer through the application process may be considered sufficient cause for dismissal. I am aware that a thorough investigation of my entire background is to be conducted. I hereby authorize and request the release of any and all information concerning me (including a transcript of any academic record) to the City of Neenah or its agent upon presentation of this or copy hereof. I understand that the background check might be done either before or after an employment decision is reached and in fact could conceivably be done on multiple occasions during employment.

Some positions require a physical examination following an offer of employment. A record of the examination is placed in a separate, confidential medical file. I authorize any medical provider to supply this information to the City of Neenah.

In addition, I authorize all employers and other parties, whether named in my application or not, to provide information relative to my employment as requested by the City of Neenah.

I hereby release from liability and hold harmless the City of Neenah and all persons and corporations supplying this information to the City of Neenah and/or its agents. A photocopy of this authorization is as effective as the original.

Signature of Applicant: _____ **Date:** _____

Print Name: _____
FIRST MIDDLE LAST

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with the City of Neenah will be based on your merit and on no other consideration. Applications will remain active for 12 months.

CITY OF NEENAH
Department of Legal & Administrative Services
Supplementary Application Information
(Optional)

**** Do not staple to your application****

This form is not part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for employment with The City of Neenah. This will, however, help us to assess our recruiting efforts as well as our Affirmative Action efforts. Filling out this form is voluntary. We ask your cooperation in providing us with the following information.

PLEASE PRINT OR TYPE

Date _____

1. Date of Birth _____

2. Sex (Circle One) Male Female

3. Job(s) applied for _____

4. Race/Ethnic identification

- _____ a. WHITE (Not of Hispanic origin). Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ b. BLACK or African American. (Not of Hispanic origin). Persons having origins in any of the Black racial groups of Africa.
- _____ c. HISPANIC. All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- _____ d. ASIAN OR PACIFIC ISLANDERS. Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- _____ e. AMERICAN INDIAN OR ALASKAN NATIVE. Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

5. How did you hear about the job in which you are most interested?

- _____ A. Post Crescent
- _____ B. Another Newspaper (which one _____)
- _____ C. Professional Journal (which one _____)
- _____ D. Job interest Card (prior inquiry for work at the City)
- _____ E. Bulletin Board (where: _____)
- _____ F. Word of Mouth: _____
- _____ G. Internet (which website): _____
- _____ H. Radio (which station): _____
- _____ I. City of Neenah website
- _____ J. Other (explain: _____)

THE CITY OF NEENAH IS AN
EQUAL OPPORTUNITY EMPLOYER
