

# **Employment Application For City of Omro**

## **EMPLOYMENT PRACTICES:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City of Omro will be based on experience, skills, ability, qualifications and training. Omro does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

The City of Omro complies with the provisions of the Americans with Disabilities Act (ADA). The City of Omro will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS-related virus, Sickle-Cell Trait, cancer, heart disease or other life-threatening illnesses or diseases. We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to City of Omro.

Before an offer of employment is tendered, a reference check will be completed to verify claims of educational attainment, previous employment and other information provided by the applicant. Final candidates will also be required to have a background investigation by the Omro Police Department and/or another law enforcement agency. Temporary employees must be approved by the City Administrator prior to any offers of employment. Permanent employees must be approved by the Omro City Council prior to any offers of employment. Newly hired employees must fill out all required employment paperwork in the Data Processing office prior to commencing work with the City of Omro.

The City of Omro strive to be a drug and controlled substance free workplace. Therefore, an applicant may be required to undergo a controlled substance screening at an occupational health facility as a condition of employment. A positive drug screening test will result in disqualification from further consideration for employment.

### Applicant Expenses

Unless approved by the Common Council, an applicant will not be reimbursed for travel expenses incurred as part of the testing and selection process. Moving expenses for newly hired employees may be reimbursed in an amount determined by the Personnel Committee.

**Instructions:** Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Position(s) Applied For	Date of Application
Type of Position: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Casual <input type="checkbox"/> 1 <sup>st</sup> Shift <input type="checkbox"/> 2 <sup>nd</sup> Shift <input type="checkbox"/> 3 <sup>rd</sup> Shift <input type="checkbox"/> Any Available Shift	
Department: <input type="checkbox"/> Administration <input type="checkbox"/> Public Works / Utility <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Cemetery Maintenance	

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Email			
Telephone Number(s) ( ) - ( ) - Daytime Contact No. Evening Contact No.		Social Security Number - -	

Are you eighteen (18) years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO	If No, DOB ____/____/____
If you are under 18 years of age, can you provide proof of your eligibility to work? <i>Valid work permit will be required upon employment.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? <i>Proof of Citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been convicted of or pleaded no contest to a Felony within the last 7 Years? <i>Conviction will not necessarily disqualify an applicant from employment?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
EXPLAIN: _____ _____ _____	
Have you been convicted of a crime that requires you to register as a sex offender with any government agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you ever been employed for the City of Omro?  YES  NO  
 If Yes, give dates. \_\_\_\_\_ to \_\_\_\_\_

Are you currently employed?  YES  NO

Are you currently on "lay-off" status and subject to recall?  YES  NO

May we contact your present employer?  YES  NO

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

Are you available to work:  Full-time  Part-time (Mark all that apply)  
 Seasonal  Permanent  Temporary  
 1<sup>st</sup> Shift  2<sup>nd</sup> Shift  3<sup>rd</sup> Shift  Varied  
 Mon-Fri  Saturday  Sunday  Holidays

Are you a United States Military Veteran?  YES  NO  
 List any job-related military training received in military service. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently a member of any reserve forces of the United States Military that requires your attendance on a foreseeable or regularly scheduled basis?  YES  NO  
 Please list any military obligations.  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you maintain a valid driver's license issued by the State of Wisconsin?  YES  NO

Do you have a valid CDL or other type of motor vehicle or heavy equipment operational license?  YES  NO  
 List Licenses or Certifications Currently Held \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any traffic violations or motor vehicle operational citations that would disqualify you from acquiring any necessary motor vehicle licenses or operating permits pertaining to the job position applied for?  YES  NO

Are you able to travel if a job requires it?  YES  NO

# Education

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

Indicate any foreign languages you can speak, read or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized certifications, training, apprenticeship and skills acquired.

Attach copy of applicable certifications.

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*If you need additional space to complete this section, please continue on a separate sheet of paper.*

# Employment Experience

*Start with your present or most recent employment experience. You may include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.*

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving Position				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving Position				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Wage / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving Position				

*If you need additional space to complete this section, please continue on a separate sheet of paper.*

List professional, trade, business, educational or civic activities or offices held.  
*You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.*

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## Additional Information

List any additional job related skills, certifications, or qualifications acquired from employment or other experience.

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**Specialized Skills:** Check / List all software, tools, machinery and equipment in which you have knowledge of operation.

*Office Related:*

- Computer / Keyboard WPM \_\_\_\_\_
- Word Processing Software
- Spreadsheet Software
- PowerPoint
- Copier/Scanner/Fax
- Cash Register
- Multi-Line Telephone System
- Other \_\_\_\_\_

*Production Related:*

- Hand Tools
- Electrical Tools / Equipment
- Dump Truck \_\_\_\_\_
- Forklift \_\_\_\_\_
- Lawn Equipment \_\_\_\_\_
- Small Engine \_\_\_\_\_
- Backhoe \_\_\_\_\_
- Other \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application for employment.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES  NO

## References

Business / Employment Reference: *A supervisor or others who would have personal knowledge of your status as an employee.*

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Business / Employment Reference: *A supervisor or others who would have personal knowledge of your status as an employee.*

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Business / Employment Reference: *A supervisor or others who would have personal knowledge of your status as an employee.*

Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ Employer \_\_\_\_\_  
\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Personal Reference: *A relative, co-worker, friend or others who would have personal knowledge of your character and personality.*

Name \_\_\_\_\_ Relation to You \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

\_\_\_\_\_ Phone (     ) \_\_\_\_\_

Personal Reference: *A relative, co-worker, friend or others who would have personal knowledge of your character and personality.*

Name \_\_\_\_\_ Relation to You \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

\_\_\_\_\_ Phone (     ) \_\_\_\_\_

Personal Reference: *A relative, co-worker, friend or others who would have personal knowledge of your character and personality.*

Name \_\_\_\_\_ Relation to You \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

\_\_\_\_\_ Phone (     ) \_\_\_\_\_

## **Applicant's Statement**

I certify that the 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. I agree to provide the necessary background information to facilitate a criminal background check by the Omro Police Department or designated agent of the municipality and to provide the necessary bodily fluids and medical information to conduct a drug screening and medical physical if required.

This application for employment shall be considered active for a period of time not to exceed 45 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 this 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 representative of this municipality.

In the event of employment, I understand that false or misleading information given in my application or during any interview process may result in discharge. I understand that I am required to abide by all rules and regulations, employment agreements or contracts of the employer.

I acknowledge that I have read and agree to the 'Employment Practices' section as provided with this application.

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_