

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 st Shift <input type="checkbox"/> 2 nd Shift <input type="checkbox"/> 3 rd 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	
How Did You Learn About the Position? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Website Ad <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____	

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

Are you eighteen (18) years of age?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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
 1st Shift 2nd Shift 3rd 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.

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.

Additional Information

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

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

Office Related:

- Computer / Keyboard WPM _____
- Typewriter WPM _____
- Multi-Line Telephone System
- Copier
- Fax
- Calculator
- Cash Register
- Scanner / Microfiche

Production Related:

- Hand Tools
- Electrical Tools / Equipment
- Production Machinery _____
- Forklift _____
- Lawn Equipment _____
- Small Engine _____
- Other _____
- Other _____

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

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 _____

For Personnel Department Use Only

References Contacted: YES NO

Department Head: _____ Dept. _____

Department Head Request for Interview: YES NO

Remarks

Interviewer _____ Interview Date: _____

Administrator _____ Interview Date: _____

Pass Pre-Employment Drug Screen: YES NO

Employed: YES NO Date of Employment: _____

Job Title: _____ Hourly Rate / Salary _____

Notes: _____
