

City of Rice Lake, Wisconsin

30 East Eau Claire Street P: 715.234.7088
 Rice Lake, WI 54868 F: 715.234.6829



Job Application

Position Applied For	Date of Application
How did you hear about this position?	Date Available

Personal Information

Last	First	MI	Email:
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Street Address	City	State	Zip	Phone(s)
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Are you entitled to work in the United States? Proof of citizenship or immigration status will be required upon employment. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you submitted an application with the City before? If yes, date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been employed with the City before? If yes, date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you a licensed driver? A copy of your DL will be required prior to an offer of employment. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently on "lay-off" status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? If yes, fully explain the circumstances of the felonies below. (If necessary, attached an additional page.)

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

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, State, ZIP			
Phone			
Immediate Supervisor			
Employment Dates	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education

	Name/Location	Last Year Complete				Degree	Major or Emphasis
High School		9	10	11	12		
College/University		1	2	3	4		
Trade School							
Other							

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

Specialized Skills, Training and Experience

	None	Some Experience	Experienced	Proficient
Personal Computer				
Windows				
Word				
Excel				
Access				
Publisher				
PowerPoint				
Gmail				
Google Calendar				
Google Drive				
Google Docs				

Other certifications, training and/or skills required by position (job) description

Personal References

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, State, ZIP			
Phone			

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

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

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 for any reason or no reason. 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	Date
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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.