



EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from _____ to _____
	Supervisor's Name: _____ Telephone: _____	Reason for leaving _____

Employer Name and Address	Position Title/Duties Skills	Dates Employed from _____ to _____
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Employer Name and Address	Position Title/Duties Skills	Dates Employed from _____ to _____
	Supervisor's Name: _____ Telephone: _____	Reason for leaving _____

Summarize other employment related to this job: \_\_\_\_\_

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: \_\_\_\_\_

Typing speed: \_\_\_\_\_ per minute.

Professional Licenses, Certificates or Registrations: \_\_\_\_\_

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: \_\_\_\_\_

In case of accident or illness, please contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please Note: **Failure to disclose** convictions of all violations of law (including, but not limited to all traffic violations, underage drinking, speeding, and ordinance violations) will disqualify you from further consideration for employment with the City of Altoona.

Pursuant to City policy, convictions for violations of law will not be an automatic disqualification from employment and will only be considered as it relates to specific jobs.

Have you ever been convicted as an adult for **any** violation of law including traffic violations?  Yes\*  No

\* If you checked yes, list all:

Date & Place	Nature of Offense	Disposition

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**NOTICE TO APPLICANTS**

*Wisconsin Statutes, Section 19.36(7), 64.09(5), and 64.11(7)* require public employers to treat the following items as public record: each applicant's Application, Recommendations, Records, and Qualifications. Except as provided in *Section 19.36(7), Wisconsin Statutes* which allows the identity of an applicant to remain confidential if the applicant requests in writing that the City not provide access to this information. If you choose not to have this information become a public record, you must make such a request in writing to Human Resources. However, if you become a final candidate for any position within the City of Altoona, your identity may be disclosed as required by law.

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**APPLICANT TESTING NOTIFICATION**

Applicants with disabilities requiring special accommodations or considerations for any of our testing processes must contact Human Resources prior to the date of the test to inform the City of your request. No considerations will be made after tests have been administered.

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**CERTIFICATION STATEMENT** (entering your name below certifies the following)

I am aware that a thorough investigation of my entire background, which may include, but not be limited to, an investigative credit report, a criminal background check, a driver's license record check, and/or a reference check, 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 Altoona or its agent upon presentation of this or copy thereof. 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.

I hereby certify that all information provided in this application is true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment.

Signature:

Date:

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Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

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