



APPLICATION FOR EMPLOYMENT City of Fond du Lac, WI

AN EQUAL OPPORTUNITY EMPLOYER

City Human Resources Department
160 South Macy Street
PO Box 150
Fond du Lac, WI 54936-0150
(920) 322-3624
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This information is for official use only and will not be released to unauthorized persons nor will it be used to discriminate against any applicant. The City of Fond du Lac is an Equal Opportunity Employer. If you need assistance in reading or completing this application, please contact any representative of the Human Resources Department.

NOTICE: Application must be typed or clearly printed in ink. Applications which are incomplete or illegible will not be considered. All questions must be answered, if applicable. If not, please indicate NA (not applicable). If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. POSITION APPLYING FOR		

2. APPLICANT INFORMATION		
Name (Last, First, Middle)		Email
Present Address	City, State	Zip Code
Permanent Address (if different)	City, State	Zip Code
Primary Phone	Work Phone	Other Phone
Are you at least 18 years of age?	Other names by which you have been known	Date you would be available to begin employment?
If hired, can you verify employment eligibility to work in the U.S. ____ Yes ____ No	Military Status	Wage/Salary Desired
If a valid license is required for this position, please provide Driver's License number and State of Issue		Do you possess a valid Commercial Driver's License? Please list endorsements:

3. GENERAL INFORMATION

Has an employer ever discharged you?
____ Yes ____ No If yes, please explain.

Have you been previously employed by the City of Fond du Lac?
____ Yes ____ No
If yes, please provide approximate dates.

to

List relatives (name and relationship, including in-laws) working at the City of Fond du Lac

In case of emergency, please notify (name and phone)

4. EDUCATION

	Name, City, State	Started	Ended	Diploma, Degree or Credits Earned	Course Pursued
High School					
Technical School/ College/University					
Graduate School					
Other (specify)					

5. INTERNSHIPS, APPRENTICESHIPS & SPECIALIZED TRAINING

Type	City, State	Date of Completion
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6. PROFESSIONAL LICENSES OR CERTIFICATES

Type	Expiration Date	Registration Number
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7. REFERENCES

Provide 3 references (not relatives or current employer)

Name	Occupation/Relationship	Number of Years Acquainted	Phone and email
Name	Occupation/Relationship	Number of Years Acquainted	Phone and email
Name	Occupation/Relationship	Number of Years Acquainted	Phone and email

Job Title, Duties			Reason for Leaving	

May we contact your previous and/or present employers? ____ Yes ____ No If not, please explain.

9. COURT RECORD

Convictions or pending criminal charges are not an automatic bar to employment; A conviction will only be considered if the offenses are substantially related to the particular job or as otherwise allowed or required under law, each case is considered on its merits.

Have you been convicted of a felony within the last 7 years? ____ Yes ____ No If yes, please provide details.

10. QUESTIONS

If you require more space, please attach an additional page to this application. Responses should be no longer than 1 page.

A. Why have you chosen to apply for this position?

B. Did a current employee refer you to the City of Fond du Lac opportunity? If yes, please state full name of employee:

11. WAIVER

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation.

I hereby certify that all statements made in this application are true and I understand that any misstatements of facts will cause forfeiture on my part of all rights to employment with the City of Fond du Lac. I understand and agree that any offer of employment is contingent on satisfactorily passing a post-offer physical, including a drug and alcohol screening.

The undersigned is the person named in the foregoing application. I have read and made a complete answer to each question. My answers in each instance are true and correct; contain no misrepresentations, omissions or falsifications and are complete. I understand that if any of the information contained in any of the foregoing answers contains any misrepresentations or falsifications or if any material information has been omitted, the same shall be deemed and agreed to be sufficient cause for non-selection or dismissal if selection has occurred.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish the City of Fond du Lac with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

SIGNATURE OF APPLICANT

DATE

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City of Fond du Lac Equal Employment Opportunity Form

Name (Last, First, Middle)	Date
Position for which you applied	

The information requested on this sheet is needed to analyze and assure compliance with Federal Equal Employment Opportunity laws and to meet the reporting requirements of those laws. Your cooperation in voluntarily giving this information is important to the success of our equal employment opportunity program.

This Equal Employment Opportunity Form will be detached and kept separate from your application. It is not to be used in hiring or interviewing. It will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information does not subject you to adverse treatment. Please check the appropriate boxes below.

Gender

Gender assigned at birth ☐ Male ☐ Female Are you over 40 years of age? ☐ Yes ☐ No

Ethnic Origin

☐ White/Caucasian
☐ Black/African American
☐ Hispanic/Spanish Surname
☐ Asian or Pacific Islander
☐ American Indian or Alaskan
Native
☐ Other

Accommodations

Are you able to perform the essential functions of the job for which you are applying?

☐ Yes ☐ No

If no, please explain:

VETERAN STATUS

☐ Non-Veteran ☐ Vietnam Era Veteran ☐ Other Veteran

JOB POSTING

How did you learn about this vacancy?

☐ Fond du Lac Reporter ☐ Job Service
☐ Current City Employee ☐ City website
☐ Friend or relative ☐ Facebook post
☐ School or college counselor/staff ☐ Other (please specify) _____

CITY OF FOND DU LAC EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the official policy of the City of Fond du Lac to provide equal employment opportunities for all qualified and reasonably qualifiable persons without regard to race, color, religious or political beliefs, or affiliation, national origin, marital or parental status, pregnancy, sex, sexual orientation, age, handicap, or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification. Arrest and conviction records shall not be considered in employment decisions except where permitted by law.

