



City of **MENOMONIE**

Application for Employment – Non-Exempt Status

Date: _____

Instructions: To be filled out by the applicant in ink or online. Check (x) in the appropriate blanks () where necessary. If additional details will be of value in answering these questions, use a separate sheet. False or misleading statements will be cause for rejection or dismissal after the appointment.

Position Applied For: _____

Name: _____

Home Address: _____

Phone #: _____ **Email:** _____

Born U.S. Citizen: ☐ Yes ☐ No: If a naturalized citizen, you must file proof with this application.

Have you previously applied with the city? ☐ Yes ☐ No

If “yes”, give position applied for and date of application: _____

Name & Location of school last attended: _____

Degree or Diploma Obtained: _____

List any certifications obtained by you:

- _____
- _____
- _____

Do you have a valid driver’s license: ☐ Yes ☐ No

If yes, what state? _____

Do you have a valid commercial driver’s license: ☐ Yes ☐ No

If yes, what state? _____

Previous Employment

Give a complete account of your previous employment history (preferably full-time), including apprenticeships. Start with your present or most recent position and work back. Your experience will be evaluated based on this information. Emphasize your own specific tasks. List each promotion as a separate job. **If more space is required, attach a separate sheet and follow the same format.**

Employer Name: _____

Employer Address: _____

Type of Business: _____

Date of Employment: _____

Name & Title of Immediate Supervisor: _____

Final Salary: \$ _____ per _____

Reason for Leaving: _____

Position Title: _____

Description of Work: _____

Employer Name: _____

Employer Address: _____

Type of Business: _____

Date of Employment: _____

Name & Title of Immediate Supervisor: _____

Final Salary: \$ _____ per _____

Reason for Leaving: _____

Position Title: _____

Description of Work: _____

If now employed, can the City contact your present employer about your qualifications? ☐ Yes ☐ No

Would you accept temporary employment? ☐ Yes ☐ No

Have you ever been charged or convicted of any crime or misdemeanor other than a traffic violation?

☐ Yes ☐ No **If yes, state in full: County:** _____ **State:** _____

Date: _____ **Court:** _____ **Offense:** _____ **Disposition:** _____

I certify that all statements I made on this application are true, complete, and correct.

Applicant Signature: _____ **Date:** _____

The City of Menomonie is an Equal Opportunity Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in the recruitment process. Please notify the City Administrator to request special accommodations prior to the application deadline.