



Menomonie Recreation Department

Leisure Services Center • 1412 6th Street • Menomonie, WI 54751 • (715) 232-5328
 E-mail: menorec@menomonierecreation.org

APPLICATION FOR EMPLOYMENT

POSITIONS APPLIED FOR NOTE: COMPLETE JOB DESCRIPTIONS FOR ALL POSITIONS ARE AVAILABLE AT THE MRD OFFICE.

1. _____ 2. _____

PERSONAL

Name _____
 Current Address _____
 City _____ State _____ Zip Code _____
 Phone (Daytime) _____ (Evening) _____
 E-mail Address _____ Fax Number _____
 Social Security Number _____
 Are you 18 or older? Yes _____ No _____ If not, what is your date of birth? _____

EDUCATION

	NAME OF SCHOOL	DATE	MAJOR	DIPLOMA DEGREE	YEARS COMPLETED
High School	_____	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate/Professional	_____	_____	_____	_____	_____

Extracurricular activities/honors/volunteer experiences: _____

REFERENCE

PLEASE LIST THREE OTHER THAN RELATIVES THAT CAN BE CONTACTED FOR ADDITIONAL INFORMATION ABOUT YOUR SCHOOL AND WORK HABITS. THESE PEOPLE WILL BE ASKED TO COMPLETE A REFERENCE CHECK FORM THROUGH THE MAIL.

	NAME	ADDRESS	CITY	PHONE	OCCUPATION
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

SPECIAL TRAINING	YES	NO	ISSUING ORGANIZATION	EXP DATE
First Aid Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
CPR Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lifeguard Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Water Safety Instructor	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
State Teachers Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Officiating Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Coaching Certificate/Course	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Other	_____	_____	_____	_____

WORK EXPERIENCE PLEASE LIST YOUR TWO MOST RECENT JOBS IN THE LAST FIVE YEARS.

Company _____ Phone _____
 Address _____ City _____ Zip _____
 Position _____ Dates employed _____
 Immediate Supervisor _____ Reason for leaving _____

Company _____ Phone _____
 Address _____ City _____ Zip _____
 Position _____ Dates employed _____
 Immediate Supervisor _____ Reason for leaving _____

GENERAL INFORMATION

- Have you ever been disciplined for absenteeism or tardiness by any previous employer?
 Yes ___ No ___ If yes, please explain: _____
- Have you ever been discharged or asked to resign by any of your former employers?
 Yes ___ No ___ If yes, please explain: _____
- Within the past five years have you ever been convicted, pled guilty or pled no contest to a felony or misdemeanor?
 Yes ___ No ___ If yes, please explain: _____
- Have you ever been convicted of any crime involving children as victims or participants?
 Yes ___ No ___ If yes, please explain: _____

By signing my name below, I:

- Certify that the answers and information I have provided are accurate and complete to the best of my knowledge.
- Authorize the investigation of any information provided in this application that is deemed necessary by this department in arriving at an employment decision.
- Understand that if I am employed and any information provided by me on this application that is false or misleading may result in my discharge.

Signed _____ Date _____

The City of Menomonie is an equal opportunity employer. Applications for positions in this organization are considered for employment regardless of their age, race, color, religion, sex, national origin, marital status or non-job related handicap or medical condition.