



Indicate number of years of school successfully completed: \_\_\_\_\_

Name and location of school last attended: \_\_\_\_\_

\_\_\_\_\_

Name and location of previous college, business, or vocational schools attended and major subject:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**REFERENCES:** List name, address and phone number of three references.  
(no relatives or former employers).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List Any Special Skills, Competencies, and/or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CRIMINAL RECORD:** Note: A conviction will not be an absolute bar to employment, except when such employment is prohibited by law, nature, number, severity, recentness, job relatedness.

Have you ever pled guilty or been convicted of a felony?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, state in full: Offense: \_\_\_\_\_

Date: \_\_\_\_\_ Court \_\_\_\_\_ Disposition: \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, state in full: Offense: \_\_\_\_\_

Date: \_\_\_\_\_ Court \_\_\_\_\_ Disposition: \_\_\_\_\_

## 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. Evaluation of your experience will be based on this information. Emphasize your own specific tasks.

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Final Wage/Salary: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Final Wage/Salary: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Final Wage/Salary: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

If currently employed, may the City contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you accept temporary employment? Yes \_\_\_\_\_ No \_\_\_\_\_

**AUTHORIZATION / CONSENT TO RELEASE**

I hereby certify that the information set forth in this application for employment with the City of Black River Falls is true and completed to the best of my knowledge. I understand that any misrepresentations or falsified statements on this application whenever discovered shall be considered sufficient cause for refusal to hire or dismissal after employment. I authorize the City of Black River Falls to make any investigation of my prior educational and employment history and take any action necessary to verify the accuracy of any information I have provided in support of my application.

I further authorize all persons, current and former employers, supervisors, co-workers, schools, companies, corporations, organizations, entities, credit bureaus, courts and any governmental, law enforcement, criminal justice, licensing, and record-keeping agencies, and any other source of information to provide all information requested with respect to my background, including without limitation, any criminal records.

I certify that I have read and understand this entire document and I agree that a copy of this document is as valid as the original.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant