



**APPLICATION FOR EMPLOYMENT
CITY OF PLATTEVILLE**

www.platteville.org

Thank you for applying for employment with the City of Platteville. Complete the entire application, including signature and date, to ensure consideration. The City of Platteville does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability. Applicants are not required to reveal any information that may identify these attributes.

Completed applications should be submitted to Platteville Public Library, Attn: Jessie Lee-Jones, 225 W Main St | Platteville, WI 53818 or electronically to director@plattevillepubliclibrary.org.

POSITION INFORMATION	
Position you are applying for:	Date
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary	
How did you learn of this Position?	
<input type="checkbox"/> Newspaper _____ <input type="checkbox"/> Employee <input type="checkbox"/> Walk-In <input type="checkbox"/> City Website <input type="checkbox"/> Other _____	

COMPLETE AVAILABILITY SECTION BELOW							
Please indicate when you are available to be scheduled (check AM or PM). Due to the nature of our business, the more available you are the more opportunities we can consider you for.							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From	<input type="checkbox"/> AM / <input type="checkbox"/> PM						
To	<input type="checkbox"/> AM / <input type="checkbox"/> PM						

APPLICANT INFORMATION					
Last Name	First	M.I.			
Street Address	Apartment/Unit #				
City	State	ZIP			
Phone	E-mail Address				
Date Available	Desired Salary	Comments			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Platteville?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are you related to any current City of Platteville employee or elected official?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who?		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain?		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain?		
Do you possess a valid Wisconsin driver's license or a valid driver's license from another state?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, which state?		

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer					Phone		
Address					Supervisor		
Job Title				Starting Salary	\$	Ending Salary	\$
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

EDUCATION										
High School							Address			
Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College							Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College							Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other							Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
MILITARY SERVICE										
Branch							From		To	
Rank at Discharge						Type of Discharge				
If other than honorable, explain										

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

DISCLAIMER AND SIGNATURE

- I certify that the information provided in this application (and accompanying resume, if any) is true, correct and complete to the best of my knowledge without omissions of any kind. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.
- I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information to the City of Platteville that may be required to enable the City of Platteville to arrive at an employment decision.
- I release the City of Platteville and all providers of information from any liability and a result of furnishing and receiving any information related to the City of Platteville's hiring process.
- I understand that I may be required to submit to a pre-employment physical examination, including substance abuse screening, prior to appointment. I agree that the results of such examinations and screening may be released to the City of Platteville only for the consideration of my employment.
- 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 or job offer tendered to me will be contingent upon the results of additional testing, a complete check and fitness evaluation.
- I understand this application for employment will be considered active for up to 45 days. If I still want to be considered for employment thereafter, I will need to inquire as to whether or not applications are being accepted.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Platteville is of an "at will" nature, which means that as an "at will" employee, I may resign at any time and that the City of Platteville may discharge me at any time with, or without cause.
- I understand that if hired, I am required to abide by all rules and regulations of the City of Platteville.

Signature:		Date:	
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Electronic Signature Accepted (only available in Internet Explorer)

OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____