



Application for Employment

Position Applying For _____

Date of Application _____

The following information is requested in order to help us make the best possible placement with the City of Lancaster. All portions of this application pertaining to you must be completed. The City of Lancaster does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, disability, sexual orientation or any other characteristic protected by law.

PERSONAL DATA:

Name _____
Last First Initial

Home phone () _____

Address _____
Street/PO Box

Other phone () _____

Email address _____

City State Zip Code

- Are you 18 years or older? Yes No
- Are you legally eligible for employment in the United States? Yes No
- Do you have a valid Driver's License? Yes No
- Do you have a CDL (if required)? Yes No
- Have you ever been convicted of a crime other than minor traffic violations?
 (A criminal record will be considered only as it relates to the job applied for.) Yes No

If yes, please explain:

Are you related to any employee of the City of Lancaster? Yes No

If yes, please list his/her name and your relationship.

Have you worked for a WRS (Wisconsin Retirement System) participant in the past? Yes No

EDUCATION AND TRAINING:

School	Name and Location	(Optional) Dates Attended From: To:	Course of Study and Degree	Graduated
High School/GED		_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
College or University		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No
Business, Trade, Vocational or Other		_____ MO YR MO YR		<input type="checkbox"/> Yes <input type="checkbox"/> No

List Additional Skills Acquired:

EMPLOYMENT RECORD:

Please complete by beginning with last or current employer, then next to last, etc.

If currently employed, may we contact that employer? Yes No

Employer	Phone	Dates of Employment From _____ To _____	
Address	Salary (Optional)	Hours/Week	Supervisor
Reason for Leaving	Job Title		
Description/Duties			

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Reason for Leaving	Job Title		
Description/Duties			

(Use a separate sheet for additional employers.)

MILITARY SERVICE RECORD:

Have you ever been in the armed forces? Yes No

If yes, what branch? _____

Dates of duty: From _____ To _____

Rank at Discharge: _____

What were your duties in the service (include special training and duty station)?

REFERENCES:

List persons who are familiar with your qualifications and background. (No relatives)

	Name	Address/Phone	Business or Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

SUMMARY

Please summarize any special skills or qualification you have acquired that will support your application for this position.

PLEASE READ THE PARAGRAPHS BELOW BEFORE SIGNING:

CERTIFICATE OF APPLICANT: I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal. I understand that employment with the City of Lancaster is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at anytime with or without cause.

I authorize all Persons, Schools, Companies, Corporations, Municipalities, Agencies, or other Organizations to give to the City of Lancaster any information requested concerning my employment, character, experience, and qualifications and/or suitability for employment with the City of Lancaster, including a check of my motor vehicle record and criminal record for the purpose of considering my suitability for hire. I hereby forever release, discharge, and covenant not to sue any person or organization for any result of providing, obtaining, or acting upon such information. I agree to release all parties from all claims under any laws, including civil rights information. I agree to release all parties from all claims under any laws, including civil rights laws, arising from providing and receiving such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

I understand that the City of Lancaster is committed to maintain a drug-free workplace. The City of Lancaster may require a drug test as a part of the hiring process and may conduct post-accident, reasonable suspicion, periodic and/or random drug or alcohol testing to its employees.

Signature of Applicant _____ Date _____

OPTIONAL:

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 _____

Submit completed application to:

City of Lancaster
206 S Madison St
Lancaster, WI 53813

Phone (608)723-5196

Fax (608)723-4789