



# JEFFERSON UTILITIES

PEOPLE YOU KNOW, SERVICE YOU TRUST

Please include your resume with this application.

Position Applying for: \_\_\_\_\_

### Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Business Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

### Education

**High School Attended:** \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate?  Yes  No

GED Certificate?  Yes  No

**College Attended:** \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_ From (Mo/Yr): \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_

Did you graduate?  Yes  No Degree/Major: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_ From (Mo/Yr): \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_

Did you graduate?  Yes  No Degree/Major: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_ From (Mo/Yr): \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_

Did you graduate?  Yes  No Degree/Major: \_\_\_\_\_

### Special Skills or Training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

(Begin with current or most recent employer)

From (Mo/Yr): \_\_/\_\_/\_\_ To: \_\_/\_\_/\_\_

Employer's Name & Address: \_\_\_\_\_

Position Title or Job Classification: \_\_\_\_\_

Duties: \_\_\_\_\_

Supervisor's Name & Phone: \_\_\_\_\_

Annual Salary/Wages: \_\_\_\_\_

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

May we contact your current employer/supervisor?  Yes  No If No, please explain: \_\_\_\_\_

**Employment History cont.**

From (Mo/Yr): ___/___ To: ___/___ Position Title or Job Classification: _____ _____	Employer's Name & Address: _____ _____
Duties: _____ _____	Supervisor's Name & Phone: _____ _____
Annual Salary/Wages: _____	_____
Reason for Leaving: _____	
May we contact your current employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

From (Mo/Yr): ___/___ To: ___/___ Position Title or Job Classification: _____ _____	Employer's Name & Address: _____ _____
Duties: _____ _____	Supervisor's Name & Phone: _____ _____
Annual Salary/Wages: _____	_____
Reason for Leaving: _____	
May we contact your current employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

From (Mo/Yr): ___/___ To: ___/___ Position Title or Job Classification: _____ _____	Employer's Name & Address: _____ _____
Duties: _____ _____	Supervisor's Name & Phone: _____ _____
Annual Salary/Wages: _____	_____
Reason for Leaving: _____	
May we contact your current employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:	

<b>Military Service</b>				
Branch of Service	Mo/Yr Served From To	Active Duty or Reserve	Highest Grade	Skill/Specialty or Primary Duty
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

**Professional References**

*(Avoid listing members of the clergy, family members and friends)*

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Position/Title/Profession: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
*Approximately how many years has this individual known you? \_\_\_\_\_*

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Position/Title/Profession: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
*Approximately how many years has this individual known you? \_\_\_\_\_*

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Position/Title/Profession: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
*Approximately how many years has this individual known you? \_\_\_\_\_*

**Supplementary Information**

1. Type of employment desired:  Full-time  Part-time  Temporary  
2. Are you now or were you ever employed by the City of Jefferson or Jefferson Utilities?  
 Yes  No  
If yes what position? \_\_\_\_\_  
From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

3. Do you have a valid Wisconsin driver's license?  Yes  No  
*(A valid Wisconsin driver's license is considered only when it relates to the duties of the position you have applied for.)*

4. Have you ever been convicted of a felony?  Yes  No  
*Please to limit your responses to convictions that are related to the duties of the position you are applying for and consistent with business necessity. (If yes, please attach separate sheet giving full information.)*

**Applicant - Please Read Carefully and Sign Below**

All information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge.

I understand that if I am selected for employment, false information provided or false statements made as part of this application may be considered as cause for dismissal.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**Notices:**

This application is not intended to and does not create a contract or offer of employment, if hired, employment with the Jefferson Utilities is on an at-will basis and as a result termination of employment is at the will of either party.

**We are an Equal Opportunity Employer seeking a diverse and talented workforce.**