



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

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

From (Mo/Yr): \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Employer's Name & Address: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

From (Mo/Yr): \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Employer's Name & Address: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**References**  
(Avoid listing members of the clergy)

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

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

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

**Supplementary Information**

Type of employment desired:  Full-time  Part-time  Temporary

Are you now or were you ever employed by the City of Jefferson?  Yes  No

If yes what position? \_\_\_\_\_

From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

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.)*

Have you ever been convicted of a felony?  Yes  No

*(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