## TOWN OF RICE LAKE APPLICATION FOR EMPLOYMENT

The Town of Rice Lake considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, material or veteran status, sexual orientation or any other protected status.

(PLEASE PRINT)

Position Applied for		Date of Application	
How Did You Learn About The Position?			
AdvertisementFriendWalk In	_ Relative Other	•	
Name	Phone #		
Address	Social Security #		
City/State			
Have you ever submitted an application with If Yes, give date  Have you ever been employed with us before If Yes, give date	e?Yes	No	
Are you currently employed?Yes	No		
May we contact your present employer?	YesNo		
Are you prevented from lawfully becoming Status?	employed in this co	•	J
(Proof of citiz	enship or immigration	Yes status will be required upon e	No mployment.)
Are you currently on "lay-off" status and subject Are you a licensed driver?Yes			

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Ludcation	Name and Address	Course of Study	Years	Diploma
	of School		Completed	Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. 1. Employer **Dates Employed** Work Performed From Address Telephone Number(s) Hourly Rate/Salary From Position Title Supervisor Reason for Leaving (If still employed, state reason for seeking other employment.) Dates Employed 2. Employer Work Performed From Address Telephone Number(s) Hourly Rate/Salary From Position Title Supervisor Reason for Leaving 3. Employer Dates Employed Work Performed From Address Hourly Rate/Salary Telephone Number(s) From Position Title Supervisor Reason for Leaving 4. Employer Dates Employed Work Performed From To Address Telephone Number(s) Hourly Rate/Salary From Position Title Supervisor Reason for Leaving

**Employment Experience:** Start with your present or last position. Include any position-related military

		activities and offices held. n, age, ancestry, disability		
	ilgion, national ongi	n, age, ancestry, disability	or other protected status	
				_
Please indicate your sp	ecialized skills and	experience below:		
	None	Some Experience	Experienced	Proficient
Personal Computer				
Windows				
Word				
Excel				
Access Outlook				
Publisher				
Power Point				
Calculator				
Copier				
Fax				
Production/Mobile/Mad	chinery (list)		_	
On a separate sheet o application and attach s		additional information you tion.	feel may be helpful to us	s in considering your
1(Name)		Phone #	Email Address	<del> </del>
			Email Addition	
(Address)				
2(Name)		Phone #	Email Address	
(Address)				
0				
3(Name)		Phone #	Email Address	
(Address)				<del> </del>

Note: The following must be signed in order for this application to be considered.

## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In connection with my application for employment with the Town of Rice Lake, I hereby authorize the Town of Rice Lake and its designated agents to conduct a full investigation into my character, general reputation, personal characteristics, prior employment history and police report history in accordance with applicable law. I understand that I have the right to request disclosure of any investigative report prepared by an investigative agency in connection with this authorization within the time period provided by law, in the event the Town of Rice Lake would inform me that my application was denied or an offer of employment was withdrawn based upon information contained in the investigative report.

I hereby release the Town of Rice Lake, its officers, directors, employees or agents and any individuals, corporations or organizations who provide information to the Town of Rice Lake in connection with this authorization from any liability or claims for damages.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in

discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

FOR DEPARTMENT USE ONLY
Position Applied For Is Open: \_\_\_Yes \_\_No
Position Considered For:\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_