



Employment Application

City of Columbus
Administration

105 N Dickason Blvd. Columbus WI 53925

(920) 623-5900 Fax (920) 623-5901 Email: smasche@columbuswi.us

City Website: www.columbuswi.com

Full Time Work	<input type="checkbox"/>
Part Time Work	<input type="checkbox"/>
Seasonal/Other	<input type="checkbox"/>

The City of Columbus is an equal opportunity employer committed to offering employment without regard to race, color, sex, age disability, political or religious affiliation, marital status, sexual orientation, arrest record, national origin, ancestry or other protected status.
All qualified applicants are welcome to submit applications for employment.
If you require accommodation in the completion of this application, please contact us.

Position applied for: _____

Date: _____

Applicant Information

Full Name: _____ **List any previous name(s) used in employment history:** _____

Last First M.I.

Address: _____ *Apartment/Unit #*

_____ *City ZIP Code*

Phone: _____ Email: _____

Date available for employment: _____ Desired Salary: \$ _____

Are you at least 18 years old? Yes No

Are you authorized to work the United States? YES NO If not what is your immigration status? If hired you will be required to submit verification of your legal right to work in the United States.

Have you ever worked for the City of Columbus? YES NO If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree or Diploma _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree or Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Special Skills and Qualifications

List any other education, training, specific skills, certificates and licenses that you possess related to this job:

References

Please list three professional references. Do not include relatives or previous employers

Name	Title/Occupation	Phone

Previous Employment
List your last 10 years of employment

Are you presently employed? _____ YES NO
 _____ YES NO
 May we contact your present employer? _____ YES NO
 _____ YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 _____ YES NO
 May we contact your previous supervisor for a reference? _____ YES NO
 _____ YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 _____ YES NO
 May we contact your previous supervisor for a reference? _____ YES NO
 _____ YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 _____ YES NO
 May we contact your previous supervisor for a reference? _____ YES NO
 _____ YES NO

Disclaimer and Signature

I certify that the information contained in this application is true and correct. I authorize the City of Columbus to make inquiries into this information and/or to obtain information about my me or my employment. I also authorize former employers named herein to give information regarding me and my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that omitted, false or misleading information in my application or interview may result in denial of employment or be cause for my subsequent release, if hired.

I also understand that an offer of employment will be based upon the information gathered in these references. I will be required to successfully complete a background check and drug screen for initial employment.

Regardless of whether I become employed, I recognize that this application is not and should not be considered a contract of employment. I understand that employment here is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the organization's, unless provided otherwise in a written employment contract.

Signature: _____ Date: _____