



## CITY OF RIPON - EMPLOYMENT APPLICATION

Qualified applicants are considered for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, marital or Veteran status, non-job medical condition or handicap, ancestry, arrest record or conviction, or any other legally protected status.

(Please Type or Print)

Position Applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street Apt or Box City State Zip

Home Phone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

Work No. \_\_\_\_\_

Are you available to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Shift \_\_\_\_\_ On-call \_\_\_\_\_

For work permit consideration, are you under the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been employed by the City of Ripon before? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from Lawfully becoming employed in the country (Visa or immigration status?)  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you on lay-off and subject to recall? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if a position requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicable, list CDL Classes and Endorsements: \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment. It will be considered only as it may relate to the position you are seeking.) If yes, please explain: \_\_\_\_\_

Do you have any criminal charges pending? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Pending criminal charges are not an automatic bar to employment. Each case is considered as it applies to position requirements.)

If yes, please explain: \_\_\_\_\_

How did you learn about this vacancy?

Advertisement \_\_\_\_\_ Employee \_\_\_\_\_ Walk-in \_\_\_\_\_ Employment Agency \_\_\_\_\_

Internet \_\_\_\_\_ Other \_\_\_\_\_

**EDUCATION**

Do you have a diploma from an accredited high school or a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

School	Name & Address of School	Course of Study (required)	Years Completed (required)	Diploma/Degree (required)
Undergraduate College				
University/ Professional				
Technical College				
Other (Specify)				

List Licenses or Certificates obtained: \_\_\_\_\_

Describe any specialized training, apprenticeship, and skills. \_\_\_\_\_

Other qualifications: (Summarize special job-related skills and qualifications acquired from employment or other experience.) \_\_\_\_\_

State any additional information not listed in Employment Experience (see following page) or above that you feel may be helpful to us in considering your application. Attach separate sheet if necessary.

**PERSONAL/PROFESSIONAL REFERENCES**

Give name, address, & phone number of three people who are familiar with your qualifications and background who are not related to you or listed on the next page:

Name	Address	Phone	Occupation/Work Relation

**EMPLOYMENT EXPERIENCE** (Resumes may not take the place of a FULLY Completed Form) List each job held. Start with Present or Last Job. Use additional sheet if needed. Attach resume if desired.

<p>Employer _____</p> <p>Address _____</p> <p>City/State _____</p> <p>Job Title _____</p> <p>Reason for Leaving _____</p> <p>Dates-Mo/Yr From _____ To _____</p> <p>Hourly Rate _____</p> <p>FT/PT Position _____ Hrs/Wk _____</p> <p>Last Name Used _____</p> <p>Contact Person _____</p> <p>Phone _____</p> <p>May we contact for reference? Yes _____ No _____ Later _____</p>	<p><b>WORK PERFORMED</b> include items on resume</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Employer _____	WORK PERFORMED include items on resume
Address _____	_____
City/State _____	_____
Job Title _____	_____
Reason for Leaving _____	_____
Dates-Mo/Yr From _____ To _____	_____
Hourly Rate _____	_____
FT/PT Position _____ Hrs/Wk _____	_____
Last Name Used _____	_____
Contact Person _____	_____
Phone _____	_____
May we contact for reference? Yes _____ No _____ Later _____	

Employer _____	WORK PERFORMED include items on resume
Address _____	_____
City/State _____	_____
Job Title _____	_____
Reason for Leaving _____	_____
Dates-Mo/Yr From _____ To _____	_____
Hourly Rate _____	_____
FT/PT Position _____ Hrs/Wk _____	_____
Last Name Used _____	_____
Contact Person _____	_____
Phone _____	_____
May we contact for reference? Yes _____ No _____ Later _____	

After reviewing the job description, are you able to perform all the functions/duties of the job you are applying for? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please identify which essential functions you are unable to perform.

\_\_\_\_\_

\_\_\_\_\_

Regular attendance is a requirement of this position. Is there anything that would interfere with regular attendance at work? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. (Ex. I am a full-time student.)

\_\_\_\_\_

NOTICE TO APPLICANTS: The authorization below may be photocopied and sent to previous employers for the purpose of obtaining information regarding previous employment.

**AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH THE CITY OF RIPON**

I certify that answers herein are true and complete; furthermore, I understand that misrepresentation or omission of facts in this application or during an interview(s) will be cause for cancellation of consideration for employment or dismissal if employed.

I authorize an inquiry to be made on the information contained in this application, and I understand for some positions this may include a thorough background investigation. Upon written request, the nature and scope of this inquiry will be made available to me. Former employers named herein are authorized to give information regarding me. They are hereby released from all liability for furnishing such information to the City of Ripon.

I understand that employment is contingent upon a favorable evaluation and/or results of any pre-employment requirements necessary to perform the position applied for. This may include a health evaluation form, medical examination, skills testing, aptitude testing, verification of employment or other assessment determined necessary.

This application for employment shall be considered active for the period of time the position applied for is vacant. Any applicant wishing to be considered for employment beyond this time period should reapply.

In addition, a copy of the authorization is as valid as the original and should be recognized as such.

**Notice to Applicants**

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Wisconsin Statutes, Sections 19.36 (7), allows the identity of an applicant to remain confidential if the applicant requests in writing that the city not provide access to this information. If you chose not to have this information become a public record, you must make such a request in writing to the City Administrator.

**IF YOU BECOME A FINALIST FOR THE POSITION, YOUR IDENTITY  
MAY BE DISCLOSED AS REQUIRED BY LAW.**

**APPLICANT'S SIGNATURE**

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**DATE**

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**THE CITY OF RIPON IS AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF RIPON**

**BACKGROUND INFORMATION DISCLOSURE**

Applicant's Name: \_\_\_\_\_  
(Last) (First) (Middle)

List any former names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_  
(mm/dd/yyyy)

Social Security No. (optional): \_\_\_\_\_

*Although providing your Social Security Number is optional, please be aware that this number is one of the unique identifiers used to prevent incorrect matches.*

I hereby confirm the accuracy of the information provided above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BACKGROUND REFERENCE CHECK  
AUTHORIZATION AND WAIVER**

I authorize any person contacted to provide the City of Ripon any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not limited to, application of employment, performance evaluations, work records, excluding workers compensation, if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the City of Ripon to request employment records from my present and/or former employer(s). I release and hold harmless the City of Ripon, their officers, agents, and employees, and the person(s) providing the information from any liability related to the providing of this information.

I authorize the City of Ripon, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the City of Ripon, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or results of this check. I recognize that this information will be considered by the City of Ripon only if it substantially relates to the position applied for.

By signing your name and dating this authorization, you are granting the City of Ripon permission to do the above background checks and releasing the City of Ripon from any liability related to these background checks.

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Signature

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Date