



CITY OF DODGEVILLE

100 E. Fountain St.
Dodgeville, WI 53533

EMPLOYMENT APPLICATION

Position Applied For: _____

Applicants are considered for all positions without regard to race, color, sex, sexual orientation, religion, creed, national origin, ancestry, age, marital or veteran status, disability, handicap or arrest or conviction record.

Date _____

Year in School circle – 9th 10th 11th 12th

(Please Print)

Name: _____ Date of Birth _____

Address: _____

Telephone: Home _____ Work _____

Are you employed now? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

On what date would you be available for work? _____

Are you eligible to work in the United States? _____ Yes _____ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you been convicted of a crime (do not include minor traffic violations or ordinance violations)?

_____ Yes _____ No

(You must report all convictions, past and present. A conviction will not automatically disqualify you from employment but any dishonesty relevant to this response will remove your application from further consideration or result in termination of your employment.)

If yes, please explain _____

List professional trade, business, school or community activities and offices held (include school activities)

WORK EXPERIENCE

Start with your present or last job. Include intern or volunteer work as well as full-time or part-time employment.

Employer _____ Address _____

Your Title _____ Supervisor's Name & Telephone Number _____

Duties: _____

Date of Employment: From _____ to _____.

Reason for Leaving: _____

Employer _____ Address _____

Your Title _____ Supervisor's Name & Telephone Number _____

Duties: _____

Date of Employment: From _____ to _____.

Reason for Leaving: _____

SUPPLEMENTAL QUESTIONS

1) Why do you want to work at the Dodgeville Public Library? _____

2) Describe what good customer service means to you: _____

3) How do you determine priorities in scheduling your time? Give examples. _____

3) If I was in charge of the library I would... _____

By signing below, I certify that all statements made on this application are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from employment, or if already employed, will result in dismissal. My signature authorizes the City of Dodgeville to secure my driving record (if position requires driving), transcripts from educational institutional institutions to verify credits/degrees, employment-related information from former employers or references, and any information needed to complete a criminal background check. I understand that I may be asked to undergo a physical examination, including substance abuse screening, prior to appointment to a position with the City of Dodgeville; I also understand that refusal to participate will result in the withdrawal of any offer of employment.

Signature _____ Date _____