



# CITY OF VERONA

## Parks & Recreation Department

### Employment Application

### Instructions & Note

This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview, or on this form, are grounds for terminating the applicant process or, if discovered after employment, termination of employment. All qualified applicants will receive consideration. Additional testing of job-related skills may be required prior to employment.

### Applicant Information

Full Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### Position Applying For

Position Applying For \_\_\_\_\_  
Earliest available date to begin employment: \_\_\_\_\_  
What days/hours are you available: \_\_\_\_\_  
Please put any vacation dates: \_\_\_\_\_  
Do you have a valid Wisconsin driver's license?  Yes  No

### Work History

Name of Employer:	Address:
Your Title:	Employed (indicate month and year) From: To:
Name of Supervisor: Phone #:	Final Earnings:
Job Duties:	Reason for Leaving:

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Your Title:	Employed (indicate month and year) From:                      To:
Name of Supervisor:                      Phone #:	Final Earnings:
Job Duties:	Reason for Leaving:

**\*\*If needed, please attach additional sheets**

## Security

Have you ever been convicted of a felony?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, please provide an explanation including state, jurisdiction and when/where conviction occurred:

## Education

Circle the highest level completed:

High School: 9 10 11 12                      Year of Graduation: \_\_\_\_\_

College: 13 14 15 16 Major of Study: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

List any pertinent training/certificates you have: \_\_\_\_\_

*Please attach a copy of your certifications to this application*

## References

Name and Title	Telephone	Years Known/Relationship
1. _____		
2. _____		
3. _____		

## Certification & Release

I certify that I have read and understand the applicant note on this form and that the answers given by me to the foregoing questions are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the City of Verona and/or its agents, including consumer reporting bureaus, to verify any of this information. I understand that the use of illegal drugs or abuse of legal drugs is prohibited during my employment. I further understand and agree that this application is not a contract for employment, and that any individual hired by the City of Verona may voluntarily leave their employment or may be terminated by the City of Verona at any time for any reason.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_