CITY OF MENASHA

EMPLOYMENT APPLICATION -- SEASONAL/CASUAL PART-TIME

Instructions:
1) Please print or type.
2) Answer all questions on both sides.
3) Date and sign application.
Incomplete applications will be rejected.

Mail Applications to:
Parks & Rec Department
City of Menasha
140 Main Street
Menasha, WI 54952-3190

NAME _____ TELEPHONE NO. _____

ADDRESS _____

_____

Title of Position(s) Applying for:

1) _____

2) _____

3) _____

4) _____

Are you age 18 or over? _____Yes _____No

Dates available for employment:
from _____ to _____

Days and Hours available:

_____

_____

Place a check by each license or certificate you possess:

____Driver's License
____CDL w/air brake endorsement
____First Aid Certificate, date:_____
____CPR ____Adult, date:_____
____Infant/Child, date:_____

____WSI Certificate, date:_____
____Emergency Water Safety, date:_____
____Life Guard Certificate, date:_____
____WIAA Official, list sport(s):
_____

List relatives working for the City: _____

Have you ever worked for the City before? ____ Yes ____ No

Date _____
Department _____
Position(s) _____

EDUCATION

Circle the highest year completed in high school 9 10 11 12	Name/Location of High School _____	Did you graduate from high school/obtain GED? ____Yes ____No

Training after High School – List College/University/Technical/Military school attended:

Name and Location	Dates Attended From To	Major or Field of Study	Degree

****
RESIDENCY REQUIREMENT: Permanent residency within a 20-mile radius of nearest City limit to residence must be established prior to first day of employment.
****

WORK HISTORY:

Begin with your most recent employment. Account for all time during the past five years, including periods spent in the service and unemployed.

1. Employer _____

Address _____

_____

Telephone _____

_____

Reason for Leaving _____

Dates Employed	
From	To
Hourly Rate	
Begin	End

Work Performed: _____

2. Employer _____

Address _____

_____

Telephone _____

_____

Reason for Leaving _____

Dates Employed	
From	To
Hourly Rate	
Begin	End

Work Performed: _____

3. Employer _____

Address _____

_____

Telephone _____

_____

Reason for Leaving _____

Dates Employed	
From	To
Hourly Rate	
Begin	End

Work Performed: _____

If you need additional space, please continue on a separate sheet of paper.

List any skills, training or qualifications which you feel are relevant to the job(s) for which you are applying (include volunteer and school related activities): _____

_____

_____

If you have ever been convicted of an offense, or have any charges pending, other than minor traffic violations, list details below. CONVICTIONS ARE NOT AUTOMATIC BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED ON ITS OWN MERIT.

Date	Location	Charge	Disposition of Case

READ CAREFULLY BEFORE SIGNING. The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this Application may result in my dismissal. I authorize investigation of all statements contained in this Application as may be necessary in arriving at an employment decision. This Application shall be considered active for a period of time not to exceed 60 days. I understand that I am required to abide by all rules and regulations of the employer. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to employ me in the future.

Signature _____ Date _____

Equal Opportunity Employer/Affirmative Action Employer

CITY OF MENASHA
AMERICANS WITH DISABLITIES ACT (ADA)
EMPLOYMENT APPLICATION PROCESS
REQUEST FOR APPLICATION

Applicant Name:_____Date_____

An individual is protected under the ADA if he/she is a qualified individual with a disability who, with or without reasonable accommodations, can perform the essential functions of the employment position. ADA section 3(2) defines disability, with respect to the individual, as: a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; b) a record of such an impairment; or c) being regarded as having such an impairment.

Please list the accommodations and reason for request:

_____

_____

_____

_____

_____

_____

_____

_____ _____
Signature **Date**

*****PLEASE DO NOT ATTACH THIS TO YOUR APPLICATION*****

CITY OF MENASHA – PERSONNEL DEPARTMENT – RECRUITMENT INFORMATION

This form is not a part of your application for employment and will stay separate from the application. Your answers will neither help nor hinder your chance for City employment. They will, however, help us to assess our recruiting effort as well as to monitor the progress of the City's Affirmative Action efforts. Filling out this form is voluntary. We ask your cooperation in providing us with the following information.

PLEASE PRINT OR TYPE

1. NAME: _____
Last First M.I.

2. ADDRESS: _____

_____

3. POSITION APPLYING FOR: _____

4. GENDER: Please check _____ **Male** _____ **Female**

5. RACIAL GROUP: How do you describe yourself in terms of the following groups?

____ A	**White, not of Hispanic origin** – Peoples having origins in any of the original peoples of Europe, North Africa, or the Middle East.		____ F	**Hispanic or Latino (white race only)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the white race.
____ B	**Black or African American, not of Hispanic origin** – Peoples having origins in any of the black racial groups of Africa.		____ G	**Hispanic or Latino (all other races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than white.
____ C	**Asian** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, and the Philippine Islands.		____ H	**American Indian or Alaskan Native** – a PERSON WITH ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF North America and South America (including Central America)n who maintains cultural identification through tribal affiliation or has community attachment.
____ D	**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		____ I	**Race Missing or Unknown** – Applies to applicants only when a resume or application that is screened is received with no racial or ethnic identification, and no further contact is made with the applicant.
____ E	**Hispanic or Latino (all races)** – Persons of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race. Portuguese individuals should be excluded from this category and classified according to race.			

6. RECRUITMENT: How did you hear about the job which you are applying for? (Check one only)

____ A Appleton Post Crescent
____ B Another newspaper/journal _____
____ C Employment Inquiry Form on file with City
____ D Bulletin board at _____
____ E Word of mouth from _____
____ F City of Menasha website
____ G Internet website _____
____ H Other _____

7. VETERAN STATUS: (Please check one)

___ **A** None ____ **B** Veteran – Branch of service _____ ____ **C** Active Reserves
Years _____ Type of discharge _____

The American with Disabilities Act (ADA) defines an individual with a disability as "one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment."

Based on this definition, are you an individual with a disability? _____ Yes _____ No