

APPLICATION FOR EMPLOYMENT



MANITOWOC PUBLIC UTILITIES

We consider applicants for all positions without regard to race, creed, color, religion, sex, national origin, ancestry, age, marital or veteran status, membership in the Armed Forces, handicap, sexual orientation, or any other legally protected status. **WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s) Home		Work		Social Security Number / /	

If you are under 18 years of age, can you, after an offer of employment, provide required proof of your eligibility to work? Yes _____ No _____

Are you currently employed? Yes _____ No _____

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

(Note: After an offer of employment, you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act. Your employment is contingent upon furnishing such documents.)

On what date would you be available to work? _____

Are you available to work: _____ Full-Time _____ Part-time _____ Temporary

If you are available full-time, are you available for shift work? _____ Yes _____ No

Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

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

Have you ever been convicted of a felony? _____ Yes _____ No

(Conviction of a felony will not preclude employment and will be considered only if it substantially relates to the particular job in question.)

EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary							__ Yes __ No	
High							__ Yes __ No	
College							__ Yes __ No	
Other (Specify)							__ Yes __ No	

Describe Course of Study	
Describe any specialized training, apprenticeship, skills and extracurricular activities	
Describe any honors you have received	
State any additional information you feel may be helpful to us in considering your application	

<p>List professional, trade, business or civic activities and offices held.</p> <p><i>You may exclude memberships which would reveal sex, race, creed, color, religion, national origin, age, ancestry, marital or veteran status or handicap or any other legally protected status:</i></p>

REFERENCES

<p><i>Provide name, address and phone number of three non-related references. The references must have past knowledge of your work experience and past or current supervisors are preferred.</i></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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Have you ever had any job-related training in the United States Military?
 If "Yes," please describe: _____ Yes _____ No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related United States military service assignments and volunteer activities. You may exclude organizations which indicate race, color, creed, religion, gender, age, national origin, ancestry, marital or veteran status, handicap or other legally protected status.

EMPLOYER #1	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Start	Final	
	\$	\$	
Reason for Leaving			
EMPLOYER #2	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Start	Final	
	\$	\$	
Reason for Leaving			
EMPLOYER #3	Dates Employed		WORK PERFORMED
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Job Title	Start	Final	
	\$	\$	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.
 May we contact the employers listed above? _____ Yes _____ No
 If not, indicate by number which one(s) you do not wish us to contact. _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. "Why are you interested in this position?"

APPLICANT'S STATEMENT

By signing below, I certify that the answers given by me to the foregoing questions and/or statements are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the Application for Employment, or any other document, may be used to deny me employment, or if employed, used for discipline, up to and including termination. I agree that the Utilities shall not be held liable in any respect if my employment is terminated because of false statements, answers, or omissions made by me on this Application for Employment or any other document.

I hereby grant permission to the Utilities to investigate any of the information included in this application. I also authorize the companies, schools or persons named above to give any information, transcripts, records, or documents requested regarding my work experience, educational background, conviction record, character or qualifications, personal or otherwise. I hereby release the Utilities, as well as said companies, schools, governmental agencies, or persons from all liability for any damage that may result from furnishing this information to the Utilities and from the Utilities' receipt of this information. In addition, I recognize that a copy of this authorization and release is as valid as the original and should be considered as such.

I also understand that I may be required to undergo a post-conditional employment offer physical examination, which may include drug and/or alcohol tests, and hereby authorize the release of the results of such physical examination and drug and/or alcohol tests to the Utilities. I understand that I may be required to undergo future such examinations and tests and that my employment is contingent upon successful completion of such tests. I understand and release the Utilities from any and all liability with respect to such examinations and tests, and hold the Utilities harmless for any decision made by the Utilities in this respect.

I understand that if employed, I must furnish documents to verify my identity and eligibility for employment in the United States in accordance with the Immigration Reform and Control Act of 1986.

I agree to conform to the rules, regulations and policies of the Utilities. I fully understand and agree that filling out this Application for Employment does not obligate the Utilities to offer me a job, nor does it obligate me to accept a job with the Utilities. In the event I am hired, I understand that, unless I am covered by a collective bargaining agreement, my employment, benefits and/or compensation is "at-will" and for no definite period and can be terminated with or without cause or reason, and with or without notice, at any time, at the option of either the Utilities or myself. I understand that no employer representative of the Utilities, other than the General Manager, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Signature _____

Date _____

THIS APPLICATION IS KEPT ON FILE FOR ONE (1) YEAR. IF YOU HAVE NOT HEARD FROM US WITHIN THAT TIME AND STILL DESIRE TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY FOR YOU TO RE-APPLY WHEN WE ACCEPT APPLICATIONS AGAIN.

Return this application to:

Manitowoc Public Utilities
1303 South 8th Street
Manitowoc, WI 54220