



*City of La Crosse*  
**EMPLOYMENT APPLICATION**  
 AN EQUAL OPPORTUNITY EMPLOYER

**READ CAREFULLY BEFORE FILLING OUT THIS APPLICATION**

1. Read this application carefully before filling it out. The application will remain in our files as a permanent record of the information that you attest to.
2. Any false statements knowingly made in this application or any misstatements, deception, fraud or omissions of material on your part or on the part of any person signing a voucher on your behalf will be cause for eliminating you from consideration of City employment.

Please print or type all information and return to:  
 HUMAN RESOURCES, CITY OF LA CROSSE, 400 LA CROSSE ST, LA CROSSE WI 54601.  
 PHONE: (608)789-7591 FAX: (608)789-7598 EMAIL: HR@CITYOFLACROSSE.ORG

**APPLICATION FOR POSITION OF \_\_\_\_\_**

LAST NAME	FIRST NAME	MIDDLE INITIAL	FORMER/MAIDEN

Home Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_

Email Address \_\_\_\_\_

Are any of your relatives presently employed by the City of La Crosse? Yes:\_\_\_ No:\_\_\_\_\_

If yes, please list below:

1. Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Department: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Department: \_\_\_\_\_

Have you ever been employed by the City of La Crosse? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when and in what position? \_\_\_\_\_

What is your present occupation? \_\_\_\_\_

**EDUCATION**

Highest grade completed in school	Name & Location of High School	If you did not complete High School, do you have a GED equivalency?  <input type="checkbox"/> YES <input type="checkbox"/> NO
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**TRAINING BEYOND HIGH SCHOOL:** (College or University, Business College or other schools you have attended.)

Circle the number of years in College or University. 1 2 3 4 5 6 7 8

NAME & LOCATION	CREDITS EARNED	MAJOR FIELD	GPA	DEGREE CONFERRED

Describe any education or training you have had which is not covered above (vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Include relevant licenses or certificates. Be specific.

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**COMPUTER/CLERICAL SKILLS** (Complete if applicable to position for which you are applying.)

What is your typing speed? \_\_\_\_\_ wpm

Please list the computer software programs you are **proficient** with: \_\_\_\_\_

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## EMPLOYMENT HISTORY

Provide a complete description (**“see resume” is not acceptable**). This information will be used to determine if your application is considered. Be specific. Start with your most recent job. BE CERTAIN TO INCLUDE SERVICE IN THE ARMED FORCES. **Indicate any changes in job title under same employer as a separate position.** If you need additional room to define job duties, or additional employment please attach another page.

Employer	Kind of Business	Location (City & State)
Your Title	Reason for Leaving	Name & Phone of Supervisor
Please list your job duties.		Dates Employed (Month & Year) From:                      To:
		MONTHLY SALARY Start\$                      End \$

Employer	Kind of Business	Location (City & State)
Your Title	Reason for Leaving	Name & Phone of Supervisor
Please list your job duties.		Dates Employed (Month & Year) From:                      To:
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Your Title	Reason for Leaving	Name & Phone of Supervisor
Please list your job duties.		Dates Employed (Month & Year) From:                      To:
		MONTHLY SALARY Start\$                      End \$

May we contact your present and previous employers? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, Why: \_\_\_\_\_

Were you ever discharged or forced to resign from any position? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Do not include relatives or City employees.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

**ADDITIONAL INFORMATION**

In the remaining space, explain **why** you want to work for the City of La Crosse, and what qualities would make you an outstanding employee for the City. If you need additional room, please attach one extra page.

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\_\_\_\_\_

Do you have access to a car? (For some positions, a vehicle is required.) Yes:\_\_\_ No:\_\_\_\_\_

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

If yes, license # and state:\_\_\_\_\_

If no, are you able to obtain one? Yes:\_\_\_ No:\_\_\_

**COMMERCIAL DRIVER'S LICENSE** *(Complete if applicable to position for which you are applying.)*

Do you hold a Wisconsin commercial driver's license? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please check those items which you have currently completed and possess at this time.

Class A:\_\_\_\_\_ B:\_\_\_\_\_

Have you passed the air brake test? Yes\_\_\_\_\_ No \_\_\_\_\_

Endorsements: N: Tank Vehicles\_\_\_\_\_ P: Passengers\_\_\_\_\_

**READ VERY CAREFULLY BEFORE SIGNING**

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment.

I authorize all current and previous employers to release job related information upon the written request of the City of La Crosse, unless I have previously answered "no" to such a request within the job application. As part of this application and in consideration of being permitted to take the examination for the position(s) herein applied for, including such practical demonstration tests the City of La Crosse shall deem necessary to determine my personal skill and eligibility, I, the undersigned applicant, do hereby expressly and voluntarily release, relinquish, and forever discharge the City of La Crosse, its agents, officers or employees, from any and all claims, demands, or causes of action.

**I understand that falsification of the application may result in disqualification or removal from a City position.**

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

## **EMPLOYEE VALUES**

As City employees, we are dedicated to performing in an efficient and high quality manner. We strive to make positive contributions, and ultimately to treat each other and fellow citizens with mutual respect and dignity.

We believe that this philosophy, combined with hard work, will improve the quality of life for the residents of the City of La Crosse who after all are our employers. As employees, we also believe that it is necessary to provide a positive work environment in order to promote teamwork and encourage each individual's creativity and innovation.

## **MANAGEMENT PRINCIPLES**

Every City employee is an important member of the team. Teamwork is an important and pertinent part of the delivery of public services. Therefore, our values, integrity and goals should never be compromised. Each City employee will strive to provide efficient and effective public service in a professional manner in an effort to enhance the City and its services to our visitors and residents.

## **NOTICE TO ALL APPLICANTS**

Wisconsin Statutes, Sections 19.36(7), 64.09(5), and 64.11(7) require public employers to treat the following items as a public record: Each applicant's

\*Application  
\*Records

\*Recommendations  
\*Qualifications

except as provided in Section 19.36(7), Wis. Stats. which 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 choose not to have this information become a public record, you must make such a request in writing to the City Human Resources Department. If you become a finalist for a City position, your identity may be disclosed as required by law.

**The City of La Crosse is an Equal Opportunity Employer  
and A Drug Free Workplace**

Solely to help the City of La Crosse comply with government record keeping, reporting and other legal requirements, we request that you please fill out this Equal Employment Opportunity Form. This data is voluntary and will be kept in a confidential file separate from the Application for Employment. This information will in no way be used in the decision to hire or promote. Your cooperation is appreciated.

# EQUAL EMPLOYMENT OPPORTUNITY DATA FORM

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

POSITION APPLYING FOR: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GENDER TO WHICH YOU IDENTIFY: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

## ETHNIC/RACE IDENTIFICATION

- \_\_\_\_\_ HISPANIC OR LATINO
- \_\_\_\_\_ WHITE (NON-HISPANIC)
- \_\_\_\_\_ BLACK OR AFRICAN AMERICAN (NON-HISPANIC)
- \_\_\_\_\_ ASIAN
- \_\_\_\_\_ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- \_\_\_\_\_ AMERICAN INDIAN OR ALASKA NATIVE
- \_\_\_\_\_ TWO OR MORE RACES

## REFERRAL SOURCE:

- \_\_\_\_\_ LA CROSSE TRIBUNE
- \_\_\_\_\_ OTHER ADVERTISEMENT (Please specify) \_\_\_\_\_
- \_\_\_\_\_ FRIEND / RELATIVE
- \_\_\_\_\_ CITY WEBPAGE
- \_\_\_\_\_ RADIO
- \_\_\_\_\_ OTHER (Specify): \_\_\_\_\_