



2110 Washington Street
 New Holstein, WI 53061
 920-898-5776

APPLICATION FOR EMPLOYMENT

All questions must be answered carefully and completely. (Please type or print legibly).

IDENTIFICATION - PERSONAL INFORMATION			
Last Name	First Name	Middle Initial	
Present Address (street, city, state, zip code)	Phone #	Fax	E-Mail Address
Are you legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: A completed I-9 Form will be required. If you are not legally permitted to work in the United States, please state your current status.			
POSITION APPLYING FOR			
For what position(s) are you applying?			
Compensation Expectation: hourly \$ _____ monthly \$ _____ yearly \$ _____			
Are You Over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a previous applicant for employment at New Holstein Utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a previous employee of New Holstein Utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How were you referred to New Holstein Utilities for Employment?			
If hired, when would you be available to report to work?			
Days Available to work and hours available to work each day of the week: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____			
Willing to work overtime: Yes__ No ____			

If employed by New Holstein Utilities, will you or do you expect to be engaged in any other business or employment?

If so, what: _____

What hours would you work in that other job? _____

How do you expect to balance those hours with our work, including overtime, at New Holstein Utilities?

Have you worked under another name? ___ Yes ___ No

If yes, give name: _____

EDUCATION AND TRAINING (Complete through highest education level and degree achieved)
(Note: Only job related educational attainments will be considered.)

School Name/Location	Courses Studied	Graduate/GED	Degree	Major/Minor
High School				
College				
Business/Technical				
Other Schooling				
Other Training				

List professional advancement/technical courses/workshops attended:

SPECIAL SKILLS

Please list any other special skills that you have which you feel would be related to the position(s) applied for:

SPECIALIZED CLERICAL SKILLS

Computer skills (list all software programs in which you are proficient): _____

List office machines or other equipment which you operate skillfully (e.g., 10 key calculator, printers, document management system, inserter machine) _____

ADDITIONAL INFORMATION

List additional skills acquired, honors, achievements, professional or trade organizations which you feel will be of importance in your work. _____

Have you ever been warned/disciplined for any of the following conditions in your previous or current employment?

Performance problems Yes ___ No ___

(including attendance)

Getting along with others Yes ___ No ___

Have you ever been suspended or discharged from any position? Yes ___ No ___ If yes, please explain (including date, if a suspension, the duration, name of employer and situation; if terminated or discharged, the date, name of employer and reason): _____

EMPLOYMENT RECORD

List all present and past employment beginning with the most recent, first. Do not omit any employer.

DATES EMPLOYED		EMPLOYER'S NAME/ADDRESS/PHONE NO.	SUPERVISOR'S TITLE AND PHONE NO.	JOB TITLE	WHO MAY WE CONTACT?
From (Mo/Yr)	To(Mo/Yr)	Present/Last Employer			
		Position:			
STATUS Part Time ___ Full Time___	WAGE/ SALARY \$ _____	Description of Job Duties and Job		REASON FOR LEAVING	
DATES EMPLOYED		EMPLOYER'S NAME/ADDRESS/PHONE NO.	SUPERVISOR'S TITLE AND PHONE NO.	JOB TITLE	WHO MAY WE CONTACT?
From (Mo/Yr)	To(Mo/Yr)	Present/Last Employer			
		Position:			
STATUS Part Time ___ Full Time___	WAGE/ SALARY \$ _____	Description of Job Duties and Job		REASON FOR LEAVING	
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From (Mo/Yr)	To(Mo/Yr)	Present/Last Employer			
		Position:			
STATUS Part Time ___ Full Time___	WAGE/ SALARY \$ _____	Description of Job Duties and Job		REASON FOR LEAVING	

(For additional employers please add supplemental sheets and attach to this application).

GENERAL INFORMATION

Are you subject to an agreement restricting your competition or use of confidential information? ___ Yes ___ No.

If yes, please provide a copy.

Have you ever been convicted for violating any non-juvenile civil, criminal or military laws? Yes___ No___

If, yes, or uncertain, please explain giving country, state, county, municipality and date. (Please be advised that a conviction record does not automatically constitute a bar to employment, it depends upon the nature and circumstances of the conviction and the position you are being considered for).

Do you have a valid driver's license? (Omit if not applicable to position(s) being sought.) ___Yes ___No

Type of Driver's License:_____ State: _____ License No.: _____

PROFESSIONAL REFERENCES

(Preferably, managers, supervisors and co-workers)

Name:	Position:	Phone No:
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Address (Street, city, state, zip code);

Name:	Position:	Phone No:
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Address (Street, city, state, zip code);

Name:	Position:	Phone No:
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Address (Street, city, state, zip code);

Name:	Position:	Phone No:
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Address (Street, city, state, zip code);

Name:	Position:	Phone No:
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Address (Street, city, state, zip code);

ACKNOWLEDGEMENT AND CERTIFICATION OF APPLICANT

(Please read carefully before signing).

I certify that all statements made on or in connection with this application are true, complete and correct. I understand and agree that any misstatements, false information or omissions from this application subjects me to disqualification from being hired or, if hired, dismissal. I further understand that my being an employee depends upon successfully performing the work assigned to me. I understand that regular attendance is required of me as a requirement of the position for which I am applying.

I understand that for New Holstein Utilities to ensure itself that it is hiring the best person for the position, that it will consider the information furnished on this application to be only one step in the hiring process. For this reason, New Holstein Utilities has a policy of supplementing and completing the information provided by me. I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency or other persons or organizations having personal knowledge of me to furnish to New Holstein Utilities any and all information in its possession regarding me, in connection with employment. Further, I hereby consent to New Holstein Utilities contacting anyone that it deems appropriate to investigate or verify any information I have given, or to discuss my background, past performance, or suitability for employment. I further consent to being discussed by any person so contacted and I waive all rights to bring any action of any nature against New Holstein Utilities or anyone providing information to New Holstein Utilities as a result of what they may have said about me.

I understand and agree that all information furnished in this application may be verified by New Holstein Utilities, and that any employment offered to me may be subject to a check of references and other background information as determined to be satisfactory by New Holstein Utilities, including but not limited to, background check and other required examinations, prior to my commencement of work. Some of those examinations may be required as a part of a conditional offer of employment. I hereby freely and voluntarily consent to such examinations and disclosure of information from such examinations and checks, to New Holstein Utilities.

NON DISCRIMINATION

New Holstein Utilities does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, handicap, veteran status, sexual orientation, marital status or status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination.

This application will be given due consideration, but our receipt of it does not imply that you will be offered employment.

I hereby acknowledge that I have read, understand, and agree with each of the above statements.

Signature: _____

Date: _____