

TRAINING BEYOND HIGH SCHOOL: College or University, Nursing, Business College, or other schools you have attended.						
College, University or School — Name and Location	Dates Attended (Month/Year)		Presently Attending	Major Field	Type of Degree (If Rec'd)	GPA
	From	To				
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Describe any education or training you have had which is not covered above; such as vocational school, correspondence courses, service schools, in-service training. Please provide dates.						

WORK EXPERIENCE: Give a complete record, from most current to least current, of any employment, self-employment, military service, volunteer or internship experience you have had in the past 10 years. You may include positions beyond the 10 year period if they are related to the position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. Responses stating "See Resume" are not acceptable. All boxes must be completed regardless if you have attached a resume. Use additional sheets if necessary.

From (Mo. & Yr.)	Title of your PRESENT/MOST RECENT position:		PRIMARY DUTIES:
To (Mo. & Yr.)	Employer's Name (Company Name)	Phone No.	
Hours Each Week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/>	Name and Title of Supervisor		
Starting Salary	Name and Title of Next Higher Supervisor		
			If we contact your present employer, will your position be endangered? <input type="checkbox"/> Yes <input type="checkbox"/> No
Present Salary	No. of employees you supervise:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving or Considering Change:

From (Mo. & Yr.)	Title of position held:		PRIMARY DUTIES:
To (Mo. & Yr.)	Employer's Name (Company Name)	Phone No.	
Hours Each Week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/>	Name and Title of Supervisor		
Starting Salary	Name and Title of Next Higher Supervisor		
Last Salary	No. of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:

From (Mo. & Yr.)	Title of position held:		PRIMARY DUTIES:
To (Mo. & Yr.)	Employer's Name (Company Name)	Phone No.	
Hours Each Week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/>	Name and Title of Supervisor		
Starting Salary	Name and Title of Next Higher Supervisor		
Last Salary	No. of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (Mo. & Yr.)	Title of position held:		PRIMARY DUTIES:
To (Mo. & Yr.)	Employer's Name (Company Name)	Phone No.	
Hours Each Week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/>	Name and Title of Supervisor		
Starting Salary	Name and Title of Next Higher Supervisor		
Last Salary	No. of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (Mo. & Yr.)	Title of position held:		PRIMARY DUTIES:
To (Mo. & Yr.)	Employer's Name (Company Name)	Phone No.	
Hours Each Week:	Address:		
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp <input type="checkbox"/>	Name and Title of Supervisor		
Starting Salary	Name and Title of Next Higher Supervisor		
Last Salary	No. of employees you supervised:	Were you involuntarily discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been suspended or discharged from any position? Yes No

If yes, provide employer name, date and explanation: _____

Please explain any gaps in employment: _____

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by these statements.

Initial:
_____ I hereby certify that all statements made on, or in connection with, my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Initial:
_____ I authorize any person contacted to provide the City of Green Bay any and all information regarding my employment, education, and other information concerning any of the subjects covered by the application which may include but not be limited to: Application of employment; performance evaluations; work records; wage rates; supervisors' comments; results of any and all tests; disciplinary reports or letters; and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the City of Green Bay to request employment records from my present and/or former employer(s). I release and hold harmless the City of Green Bay, their officers, agents, and employees, and the person(s) providing the information, from any liability, related to the providing of this information.

Initial:
_____ I understand that I may be required to successfully pass a drug test and/or pre-employment physical exam to gain employment or continue employment with the City of Green Bay. I consent freely and voluntarily to participate in required drug tests and/or a pre-employment physical exam at a location selected by the City of Green Bay, and consent to the release of the test results to City of Green Bay. I hereby release and hold harmless the City of Green Bay, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-employment exam and decisions concerning employment based upon the results of these tests.

Initial:
_____ I authorize the City of Green Bay, its officers, agents, and employees to conduct a background check (including criminal) prior to making a decision regarding employment. I release and hold harmless the City of Green Bay, their officers, agents, and employees, and the person(s) providing the information, from any liability, related to the performance or result of this check.

Initial:
_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an "at-will" employee during this probationary period. In addition, I understand that the City of Green Bay maintains a drug-free and violence-free workplace.

Initial:
_____ I understand residency requirements apply to some City positions. I understand that violation of these requirements will subject me to immediate termination.

Applicant's Signature

Date

ELECTRONIC APPLICATION CERTIFICATION STATEMENT

By checking this box, I certify that all answers to the questions in this application are true, and I agree that any misstatements or omissions of fact will cause forfeiture on my part of rights to employment in the City service.

Date

If you need reasonable accommodation anytime during the application process, please notify the City of Green Bay Human Resources Department.

The City of Green Bay is committed to the equality of opportunity for all people. It is the policy of the City of Green Bay to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification, and except where conviction and/or arrest record substantially relates to the circumstance of positions applied for.

**SUPPLEMENTAL FORM TO SUMMER/SEASONAL EMPLOYMENT
APPLICATION**

CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS

*Individuals must comply with City's Residency Policy and **MUST** be at least 18 years of age.
PLEASE PRINT CLEARLY*

NAME: _____

School Residence Address: _____

E-Mail Address: _____

Cell Phone/School Phone _____

1. What is the earliest possible date that you would be available to report to work if hired?

2. Will you be attending school in the fall? Yes _____ No _____

3. What date must you return to school? _____

4. What is the latest approximate date that you would be available to work?
_____ (Labor Day is September 3, 2012)

Employment may occur anytime between the dates listed below. DPW positions all require the ability to work in varied environmental conditions.

Please check all positions you want to be considered for:

ENGINEERING DIVISION

_____ **Summer Engineering Aide** (May 15 up to 180 consecutive days). Must be enrolled in Engineering program, with preference given to those enrolled in Civil Engineering.

_____ **Seasonal Engineering Aide** (May 15 up to 180 consecutive days).

Post high school technical training with some courses in mathematics highly desirable.

- Hours: Field aides 7:30 a.m. – 3:30 p.m.; Office aides 8:00 a.m. – 4:00 p.m. Monday – Friday. (37.5 hrs/week)
- Works with survey and construction crews on staking, grade alignment, brush cutting, measuring, etc.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$10.95 - \$12.55/hour.

TRAFFIC DIVISION

_____ **Summer Traffic Engineering Aide** (May 15 up to 180 consecutive days)

- Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday (37.5 hrs/week). Depending on traffic counting needs, Aides will need to begin their work day as early as 7:00 a.m. and end it as late as 7:00 p.m. Under these circumstances, they will still only work a normal work period.
- Must be enrolled in engineering program, with preference given to those enrolled in Civil Engineering.
- Performs traffic counts surveys, collects data for studies and reports, etc.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$10.45 - \$12.20/hour.

SUMMER MAINTENANCE EMPLOYMENT –DEPARTMENT OF PUBLIC WORKS

NOTE: Employees may be temporarily transferred to another division depending on need.

_____ Operations Division/Street Section (May 15 up to 180 consecutive days)

- Hours: Monday - Friday, 6:00 a.m. to 2:00 p.m. (37.5 hrs/week)
- Performs work related to maintenance and construction of streets and other public works facilities, including oiling, crack filling, hot and cold mix patching, and other similar work. Assigned to Sanitation Section as needed.
- Valid driver's license and good driving record required.
- Continuous lifting up to 50 pounds
- Salary Range: \$8.00 - \$8.95/hour.

_____ Traffic Division/ Signs & Marking Section (May 15 up to 180 consecutive days)

- Hours vary 4:00 a.m. to Noon, 5:00 a.m. to 1:00 p.m., or 6:00 a.m. to 2:00 p.m. Monday – Friday (37.5 hrs/week)
- Loads and unloads material associated with signing, marking and barricading.
- Assists staff with marking streets in live traffic conditions.
- Valid driver's license and good driving record required
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour

_____ Traffic Division/Electrical and Communications Section (May 15 up to 180 consecutive days)

- Hours: Monday – Friday; 7:00 a.m. – 3:00 p.m. (37.5 hrs/week).
Depending on need, Electrical/Communications Section summer employees may work with the Signs and Marking Section under that work schedule.
- Loads and unloads materials associated with traffic signal, street lighting, electrical and radio communications activities.
- Assists electricians and communications technician with shop and field activities including assembly, installation and maintenance of electrical and radio communications equipment.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour.

_____ Operations Division/Sanitation Section (May 15 up to 180 consecutive days)

- Hours: Monday – Friday; 6:00 a.m. to 2:00 p.m. (37.5 hrs/week).
- Loads solid waste onto compactor garbage trucks.
- May load brush into a chipper.
- Valid driver's license and good driving record required.
- Continuous lifting up to 50 pounds.
- Salary Range: \$9.50 - \$10.85/hour.

_____ Parking System Division (May 15 up to 180 consecutive days)

- Hours: Monday – Friday; 7:00 a.m. – 3:00 p.m. (37.5 hrs/week)
- Performs routine cleaning and maintenance of parking areas (ramps, parking lots and parking meters), walkways, stairways, elevators, windows, floors, walls and ceilings of parking facilities and office areas, including sanding, priming and painting varied surfaces and equipment, pressure washing walls, picking garbage, sweeping, and maintaining grass and landscaped areas.
- May wash department vehicles and clean and maintain vehicle interiors.
- Valid driver's license and good driving record required.
- Lifting and carrying up to 50 pounds.
- Salary Range: \$8.00 - \$8.95/hour

APPLICANT INFORMATION

POSITION APPLIED FOR: _____

NAME: _____
(First) (M.I.) (Last)

ADDRESS: _____
(Street) (Apt. #)

(City) (State) (Zip)

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY DATA

The following information will be used only for research and reporting purposes for the City of Green Bay and the Federal Government in accordance with applicable laws and regulations. This information is voluntary and there will be no adverse consequences for not responding. This information is **confidential** and is kept separate from this application. It will not be a consideration for employment.

Sex: Male Female

Age: Under 40 40 or Over

Ethnic Origin:

- American Indian/Alaskan Native
- Black/African American (Not of Hispanic origin)
- White/Caucasian/European/North African/Middle Eastern or Indian Subcontinent
- Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
- Asian American/Far Eastern or Southeastern Asian
- Native Hawaiian or other Pacific Islander

Veteran Status:

- Non Veteran
- Veteran
- Disabled Veteran (Disability less than 30%)
- Special Disabled Veteran (Disability 30% or greater)

Where did you hear of this vacancy?

Newspaper: *(please specify)* _____

Other Publication: *(please specify)* _____

Open Positions List Posted at: _____

Job Line: _____

Web Site: *(please specify)* _____

Other: *(please specify)* _____

Thank you for your interest in City of Green Bay employment.

Equal Opportunity Employer