

Application For Employment



PLEASE PRINT IN INK OR TYPE

MEUW is an equal opportunity employer. All hiring, promotion practices and other terms and conditions of employment shall be maintained and conducted in a manner which does not illegally discriminate on the basis of age, race, creed, political or religious affiliation, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest record or conviction record.

Please print in ink and forward application, resume and cover letter to: MEUW, 725 Lois Drive, Sun Prairie, WI 53590 or fax to 608-837-0206. Answer all questions completely. Incomplete applications may be rejected.

POSITION APPLIED FOR _____

DATE ____ / ____ / ____

PERSONAL	Last Name	First	Middle Initial	Home Phone (include area code)
	Street Address			Cellular Phone (include area code)
	City, State, Zip			Email Address
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date available to begin work:	Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Driver's License Number: _____		Do you hold a commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Type _____	Have you ever been convicted of any violations other than minor traffic citations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:
	Date of expiration ____/____/____ Do you have access to a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you been convicted of a DUI or DWI within the past 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
	Circle the highest year completed in college/school: 8 9 10 11 12 13 14 15 16 17 18		Name and location of last college/school attended:	
	Do you have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
	<small>NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.</small>			

MILITARY	COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES		Branch of Service	
	Describe your duties and any special training		Period of Active Duty (Month & Year)	
			From	To
	Rank at Discharge	Type Discharge		
		Date of Final Discharge		

SKILLS	Describe any specialized training, apprenticeship, equipment operation, job-related skills, and qualifications you have acquired.

Employment History

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. Account for **ALL TIME** for the past five years. Indicate name used if different than name on this application. **DO NOT REFER US TO YOUR RESUME.** Resume and application are separated during selection and you will appear unqualified if you do not complete this section in its entirety.

How did you hear about this position?

Are you presently employed? Yes No May we contact your present employer? Yes No

Employer Name	Telephone (include area code)	Employed (month and year) From To
Address		Monthly Pay Start Last
Name of Supervisor	Job Title	Hours per week Number Supervised
Responsibilities relevant to the position you are applying for:		Reason for leaving

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PROFESSIONAL REFERENCES	List three (3) professional references.		
	<u>Name</u>	<u>Job Title</u>	<u>Phone</u>

AUTHORIZATION AND RELEASE

It is the policy of Municipal Electric Utilities of Wisconsin (MEUW) 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 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.

Please read and initial each of the following statements.

If you have a question regarding any of these statements, contact an MEUW 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.

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

_____ I hereby authorize MEUW to investigate all statements contained herein and the references and employers
Initial listed to give MEUW any and all information concerning my previous employment and any pertinent information. I release and hold harmless MEUW, its officers, agents, and employees, and the person(s) providing the information, from all liability for any damage that may result from utilization of this information.

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

_____ I authorize MEUW, its officers, agents, and employees to conduct a driver's license, credit check and/or criminal background check prior
Initial to making a decision regarding employment. I release and hold harmless MEUW, its officers, agents, and employees, and the person(s) providing the information, from any liability related to the performance or result of this check.

_____ I authorize any school or former employer to disclose to MEUW, upon request, any information they may have as to my record,
Initial performance, and attendance and will hold such schools and employers harmless for such disclosure.

_____ In consideration of my employment, I agree to conform to the rules and regulations of MEUW. I also agree that my employment and
Initial compensation can be terminated, with or without cause, and with or without notice, at any time, at my option or at the option of MEUW.

_____ I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of
Initial employment.

PRINT FULL NAME

Signature

_____/_____/_____
Date

In connection with my application for employment with MEUW and compliance with the Fair Credit Reporting Act (FCRA) and Section 604 (b) of the FCRA, I have been advised that a credit report may be ordered to check my credit history, bankruptcies, suits, judgments, and liens.

If any adverse reaction is taken based on the consumer report, a copy of the report and a summary of my rights will be provided to me.

I hereby authorize procurement of consumer report(s). If hired, this authorization shall remain on file and shall serve as ongoing authorization for MEUW to procure consumer reports at any time during my employment period.

I release and hold harmless MEUW, its officers, agents, and employees and the person(s) providing the information, from any liability, related to the performance or result of this check.

I have read and fully understand the above release.

PRINT FULL NAME

Signature

_____/_____/_____
Date