



## NAMEKAGON TRANSIT

14760 W County Road B

Hayward, WI 54843

Phone (715) 634-6633 Fax (715) 634-0276

### Application for Employment

\_\_\_\_\_  
Last Name, First Name, and Middle Initial

\_\_\_\_\_  
Position applied for

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Alternate Phone Number

### Namekagon Transit is an equal opportunity employer

Namekagon Transit operates its program, services, and activities in compliance with federal nondiscrimination laws. No person shall, on the basis of race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs.

### **Certification, Authorization, & Release**

I certify that the information given by me on this application is true and correct without omission to the best of my knowledge. I understand and agree that any misrepresentation or deliberate omission of a fact during the application process may result in a rejection of my application, or, if employed, a termination from employment.

I further understand that Namekagon Transit will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I consent to and authorize the release of information requested by the Namekagon Transit or its agents, and I release from liability any person giving or receiving any such information.

I agree that my employment may be terminated by Namekagon Transit at any time during probation without liability for wages or salary except such as may have been earned at the date of such termination unless otherwise agreed to in writing.

Although Namekagon Transit management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime or work schedules other than usual work hours as business needs dictate. I understand and accept these conditions of employment, if hired.

Receipt of the application by Namekagon Transit for consideration does not constitute a promise to interview or to offer employment with Namekagon Transit. I also understand that Namekagon Transit does not accept personal resumes alone for consideration in the employment process and will consider this application as completed, along with a resume if submitted, when reviewing candidates for an employment vacancy.

I further understand that I may be asked to undergo a physical examination, including substance abuse screening, before an appointment to a position with Namekagon Transit and that I may be subject to substance abuse screening after employment. I understand that refusal to participate in a requested pre-employment substance abuse screening will result in the rejection of my application.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## Educational Background

Name of School	Address	Degree(s)	Major(s)
High School _____			
College _____			
Graduate _____			
Technical _____			
License(s) or Certification(s) Held: _____			
_____			

## Military Service

Branch	Mo/Yr Served	Active Duty or Reserve	Highest Rank	Specialty
_____				

## Personal References

(Avoid using relatives.)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Known since: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Known since: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Known since: \_\_\_\_\_

# Employment History

Begin with the most recent; go back at least ten years.

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Duties: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

\_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Starting Salary/Hourly Wage: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Ending Salary/Hourly Wage: \_\_\_\_\_

May we contact your employer/supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Duties: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

\_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Starting Salary/Hourly Wage: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Ending Salary/Hourly Wage: \_\_\_\_\_

May we contact your employer/supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Duties: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_

\_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Starting Salary/Hourly Wage: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Ending Salary/Hourly Wage: \_\_\_\_\_

May we contact your employer/supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

## General Information

1. Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you ever been employed by Namekagon Transit? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - (a) If yes, from \_\_\_\_\_ to \_\_\_\_\_
  - (b) In What position? \_\_\_\_\_
  - (c) Reason for leaving: \_\_\_\_\_
3. Are you willing to work: \_\_\_\_\_ Evenings \_\_\_\_\_ Shifts \_\_\_\_\_ Weekends \_\_\_\_\_ Overtime
4. Are you willing to receive special training for this position? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Are you related to anyone who is currently employed by Namekagon Transit?  
If yes, specify:

Name of Relative(s)	Relationship	Position
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6. Do you have a valid Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, issued by what state? \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Do you have current automobile liability insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do you have a CDL? \_\_\_\_\_ Yes \_\_\_\_\_ No Passenger Endorsement? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, what classifications? \_\_\_\_\_

7. Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, on what jobs? \_\_\_\_\_

8. Are there any other experiences, skills, or qualifications which you think would especially qualify you for employment with Namekagon Transit? \_\_\_\_\_
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9. Have you ever been convicted of, or plead no contest to, any felony or misdemeanor for violation of any federal law, any Wisconsin law, any laws of any other states or ordinances of any municipality or are there any criminal charges pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 (Not necessary to include traffic violations.)  
 If yes, please list jurisdiction (location), date(s), and charge(s): \_\_\_\_\_
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*Criminal charges are not an automatic bar to employment. Each charge is considered on a case-by-case basis in relationship to the position in compliance with state or federal law.*