



# ALGOMA UTILITIES

*People you know. Service you trust, since 1904.*  
 1407 Flora Avenue ♦ Algoma, WI 54201 ♦ (920) 487-5556  
 www.algomautilities.com algomautilities@algomautilities.com

## APPLICATION FOR EMPLOYMENT

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. Be sure to sign and date the form.

Title of Position Desired		Date Available to Start Work	
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Cell/Home Phone	Email		
Driver's License State	Driver's License Number		

If you are under 18 years of age, can you provide proof of eligibility to work?	Yes	No
Have you previously applied for a position with Algoma Utilities before?	Yes	No
If yes, position and dates:		
Have you previously been employed by Algoma Utilities before?	Yes	No
If yes, position and dates:		
Are you legally authorized to work in the United States?	Yes	No
Are you employed now?	Yes	No
If yes, may we contact your employer?	Yes	No
Have you been convicted of any violations other than minor traffic violations?	Yes	No
If so, please describe the violations and circumstances:		

## Education

	Name of School/College/Program	Did you graduate?	Diploma, Degree or Credits Earned	Area of Study
High School				
College				
Business or Trade School				
Other				

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

## Educational Experience and Accomplishments

Highlight skills relevant to the position(s) you are applying for. Describe your relevant courses, project work, theses, publications, and presentations. Include awards and scholarships.

## Employment

Job Title	Company		
Address	City	State	Zip
Supervisor's Name & Title	Phone Number	May we contact?	
Dates of Employment	Starting Wage	Ending Wage	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Internship/Other		Reason for Leaving	
Duties Performed:			

## Employment Continued

Job Title	Company		
Address	City	State	Zip
Supervisor's Name & Title	Phone Number	May we contact?	
Dates of Employment	Starting Wage	Ending Wage	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Internship/Other		Reason for Leaving	
Duties Performed:			

Job Title	Company		
Address	City	State	Zip
Supervisor's Name & Title	Phone Number	May we contact?	
Dates of Employment	Starting Wage	Ending Wage	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Internship/Other		Reason for Leaving	
Duties Performed:			

## References – list three professional references who are not past supervisors.

Name	Position & Employer	Phone Number

**ALGOMA UTILITY COMMISSION – AFFIDAVIT/CERTIFICATION OF  
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the Algoma Utility Commission.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the Utility may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the Utility any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the Algoma Utility Commission, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the Utility contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the Algoma Utility Commission.

I authorize the Utility to conduct a criminal history and credit check and understand that the Utility in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the Utility. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the Utility and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the Utility has the same right.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name – Printed \_\_\_\_\_