



**Employment Application for  
SCHOOL KITCHEN MANAGER II**

**RETURN APPLICATION TO:**  
Department of Employee Relations  
City Hall, Room 706  
200 E. Wells St.  
Milwaukee, WI 53202-3554  
414-286-3751  
[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

**INSTRUCTIONS TO APPLICANT- Please:**

1. Print answers in black ink.
2. Answer all questions. Credit may not be given for incomplete information.
3. Date and sign page 2.
4. Staple together all pages of your application.
5. Keep a copy of completed application materials for your files.

Name (Last, First, Middle Initial) _____			
Address _____			
City, State, Zip Code _____			
Day phone: (____) _____ - _____		Evening phone: (____) _____ - _____	
Cell phone: (____) _____ - _____		Email Address: _____	
List any other names by which you have been known on official records: _____			
Do you currently live in the city of Milwaukee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when did you become a resident? (month/year) _____			
Due to limitations on employment of relatives, list the names and exact relationships of any relatives who are City of Milwaukee employees:			
List any licenses, registrations and/or certificates you possess, such as Driver's, Nursing or Professional Engineer, that are related to the job you are applying for:			
TYPE	NUMBER (if any)	TYPE	NUMBER (if any)
You must be PRESENTLY employed by the Milwaukee Public Schools to apply for this position. Please list the following:			
Position Title _____		Employee ID# _____	
Department _____		From (month/yr) to (month/yr) _____	
If you have ever been convicted of a felony or misdemeanor, or have felony or misdemeanor charges pending, list details below.			
If you have NEVER been convicted of a felony or misdemeanor, and have no felony or misdemeanor charges pending, please write NO.			
YOU MUST PROVIDE YOUR BIRTHDATE ON THE APPLICANT DATA SHEET OF THIS APPLICATION. YOUR BIRTHDATE WILL BE USED FOR CONVICTION VERIFICATION ONLY. In the field below list your CHARGE, DATE, LOCATION, COURT and DISPOSITION OF CASE. Use additional pages if necessary.			
CHARGE	DATE	LOCATION	COURT DISPOSITION OF CASE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
NOTE: Convictions are not an automatic bar to employment but are reviewed in relation to the job for which you applied. Felony and misdemeanor convictions not reported on the application may be cause for rejection or discharge.			

**OPEN RECORDS/PUBLIC INFORMATION**

The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

If you do not wish us to reveal your identity, please check the following box:

**EDUCATION AND TRAINING**

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate from High School?  Yes  No

If Yes, Name and Location of High School \_\_\_\_\_

Have you passed a high school equivalency or G.E.D. Test?  Yes  No

Training beyond high school (college or university, nursing, business college, military or other training you have received). Under credits earned, indicate Q for quarter hours or S for semester hours.

NAME AND LOCATION OF SCHOOL	FULL OR PART TIME	DATES ATTENDED		CREDITS EARNED	MAJOR OR FIELDS OF STUDY	TYPE OF DEGREE/DATE COMPLETED
		FROM MO. YR.	TO MO. YR.			


**READ CAREFULLY BEFORE SIGNING:**

I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City position. I understand that a City Charter Ordinance requires City employees to live in the City. I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Individuals should discuss overtime pay practices with the appointing authority prior to accepting employment with the City. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. I forever waive, release and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality, and I will not request copies of such information. A copy of this authorization shall be effective as the original.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Begin with current or most recent employment and work back. Account for all time during the past ten years, including periods of unemployment. IN ADDITION, LIST ANY OTHER PAID OR UNPAID WORK EXPERIENCE THAT MAY QUALIFY YOU FOR A POSITION. ATTACH ADDITIONAL PAGES IF NECESSARY.

<b>Employer</b>	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$_____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving:
Duties:	
<b>Employer</b>	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$_____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving:
Duties:	
<b>Employer</b>	From (month/year): _____ To (month/year): _____
Address	Salary/Wage: \$_____ per _____
Your Title	<input type="checkbox"/> Part time <input type="checkbox"/> Full time Hours per week: _____
Supervisor's Name, Title and Phone Number	Reasons for leaving:
Duties:	



**City of Milwaukee**  
Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during nonworking hours.

Completion of this form is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

PLEASE PRINT

1. **Your birthdate must be provided and will be used for conviction verification:** \_\_\_\_\_
2. Name: \_\_\_\_\_  

LAST	FIRST	MIDDLE
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3. Recruiting information: How did you **FIRST** hear about this job opening? (*Please check only one*)
  - A. Milwaukee Journal Sentinel
  - B. Other Newspaper (please specify) \_\_\_\_\_
  - C. City Hall Posting
  - D. Library Posting
  - E. Community Agency Posting (please specify) \_\_\_\_\_
  - F. College or University Posting (please specify) \_\_\_\_\_
  - G. From a City Employee
  - H. From Someone who is NOT a City Employee
  - I. Job Hotline Number (414-286-5555)
  - J. Received Job Interest Postcard in mail
  - K. Job Fair/Career Talk (please specify) \_\_\_\_\_
  - L. TV (please specify station) \_\_\_\_\_
  - M. Radio (please specify station) \_\_\_\_\_
  - N. **www.milwaukee.gov/jobs**
  - O. Other internet site (please specify) \_\_\_\_\_
  - P. OTHER (please specify) \_\_\_\_\_
4. Sex (please check one):        MALE \_\_\_\_\_        FEMALE \_\_\_\_\_
5. Race (please check one):
  - Black/ African American (not of Hispanic origin)
  - Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
  - White/Caucasian/European/North African/Middle Eastern (not of Hispanic origin)
  - Native American Indian/Alaskan Native
  - Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)
6. List any languages, other than English, which you speak **FLUENTLY**: \_\_\_\_\_
7. Certain Federal grant positions may require public housing development residency. Please complete the following if you are currently living in a City of Milwaukee public housing development.  
 I live in the \_\_\_\_\_ Housing Development.

The above completed information is true to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_