

**CITY OF NEW HOLSTEIN**  
 Employment/Volunteer Background Check



2110 Washington St.  
 New Holstein, WI 53061-1045  
 (920) 898-5766 FAX (920) 898-5879

**APPLICANT INFORMATION – Please Print**

Last Name		First	Full Middle Name
Street Address			Apartment/Unit #
City	State		ZIP
Home Phone		Cell Phone	
Driver's License No.		Position	

**CRIMINAL ARREST OR CONVICTION BACKGROUND; PAST CONDUCT BACKGROUND**

Have you ever been convicted of any misdemeanor or felony, or convicted of violating any other law including ordinances and traffic regulations?  
 Yes  No

If yes, please list all convictions with the following information for each.

Date of conviction(s) \_\_\_\_\_  
 Name of Court \_\_\_\_\_  
 Nature of Offense \_\_\_\_\_

Are there charges of any kind pending against you?  Yes  No **If Yes**, explain below and continue on back side of sheet if needed.

Have you ever been charged with a misdemeanor or felony that is not listed above?  Yes  No

**If Yes**, please list the date you were charged with the following information for each.

Name of Court \_\_\_\_\_  
 Identification of charge made against you \_\_\_\_\_

Has there ever been a determination in any of your past employment or volunteer work that you have engaged in conduct that has been determined to be harassing or retaliatory in the work place?  Yes  No

**If Yes**, please identify that prior employment and by your signing the attached applicant statement, you will be giving permission to obtain the information from the prior employer as to the outcome and circumstances of that determination.

**APPLICANT'S STATEMENT**

By signing below, I certify that the answers given by me to the foregoing questions and/or statements are true and correct to the best of my knowledge and without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or willful omission on the Background Check, or any other document, may be used to deny me \*employment, or if \*employed, used for discipline, up to and including termination. I agree that the City of New Holstein shall not be held liable in any respect if my \*employment is terminated because of false statements, answers, or omissions made by me on this Background Check Application or any other document.

I hereby empower an employee of the City of New Holstein or other authorized representative thereof bearing this release to obtain information and records, within one year of the date of this release, pertaining to me from any or all of the following sources: Municipal, State, or Federal Law enforcement agencies.

I agree to conform to the rules, regulations and policies of the City of New Holstein/Recreation Department of New Holstein, Wisconsin. I fully understand and agree that filling out this Background Check Application does not obligate the City of New Holstein to offer me \*employment, nor does it obligate me to accept a job with the City of New Holstein.

I hereby provide consent to the City of New Holstein to obtain any information regarding my prior employment that may be identified in the background check above on the issue of harassment and retaliatory conduct.

I certify that my answers are true and complete to the best of my knowledge.

**If this application leads to employment, I understand that false or misleading information in my application may result in my release.**

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If under 18 years of age a parent must sign.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Employment/Employed refers to paid employees of the City of New Holstein as well as non-paid volunteers for the City of New Holstein and the City of New Holstein Recreation Department.