



**RETURN COMPLETED APPLICATION TO:**  
**Human Resources**  
**Milwaukee Metropolitan Sewerage District**  
**260 West Seeboth Street**  
**Milwaukee, WI 53204**

**414-272-5100 – Main Phone Number**  
**414-272-1553 – Human Resources Fax Line**

**WORK STUDY/INTERNSHIP APPLICATION**

**Name:**

**Address:**

**City, State, Zip:**

**Telephone:**

**E-Mail Address:**

**Which position are you applying for?**

**Are you in school?**       Yes       No  
 If yes, what school are you attending?

If no, do you intend on returning in the near future?     Yes     No

**Please indicate any training beyond high school (college, university, business college, military, or other training). Under credits earned, indicate Q for quarter hours or S for semester hours.**

Name, Address, and Phone Number of College	Full or Part Time	Dates Attended		Credits Earned	Major Field of Study	Degree and Dates
		From Mo./Yr.	To Mo./Yr.			

**Were you previously employed here?**     Yes     No  
 If yes, please indicate the date(s) you were employed:

**Please indicate what department you worked in:**

**What date are you available to start work?**

**What is the last date you are available to work?**

## EMPLOYMENT HISTORY

List previous employment in order with your present employer first (include experience in Armed Forces):

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**From:**                      **To:**                      **Job Title:**

**Highest Salary Earned:**    \$                      per

**Company Name & Address:**

**Phone Number:**

**Supervisor's Name & Title:**

**Description of Your Duties:**

**Reason for leaving:**

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**From:**                      **To:**                      **Job Title:**

**Highest Salary Earned:**    \$                      per

**Company Name & Address:**

**Phone Number:**

**Supervisor's Name & Title:**

**Description of Your Duties:**

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**Highest Salary Earned:**    \$                      per

**Company Name & Address:**

**Phone Number:**

**Supervisor's Name & Title:**

**Description of Your Duties:**

**Reason for leaving:**

**TECHNICAL/EDUCATION BACKGROUND**

If you have any experience, coursework, or "hands-on" lab work in the following areas, please indicate below and be as specific as possible. If you do not have experience, please leave blank.

**CHEMISTRY:**

**BIOLOGY:**

**CIVIL ENGINEERING:**

**ELECTRONICS (INSTRUMENTATION):**

**COMPUTERS:**

- a. Data Entry:
- b. Operation:
- c. Programming/Software Knowledge:

**DRAFTING:**

**ACCOUNTING:**

**CLERICAL:**

**WRITING:**

**COMMUNICATIONS:**

**OTHER:**

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Business/Cell Phone:** \_\_\_\_\_

**I hereby certify that the above statements are true and any false statement will constitute a basis for discharge.**

**Signed:** \_\_\_\_\_

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

## Affirmative Action Supplementary Applicant Information

(This page is to be separated from application upon receipt and retained by the Human Resources Department)

Providing the information requested on this page is not mandatory; however, providing it will be greatly appreciated. Upon receipt, this page will be separated from the rest of your application, and stored separately from other personnel records.

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1. The information in this section is requested for District record keeping and reporting commitments only. Information provided by you regarding age, sex, and race will not be used or available to persons responsible for making a hiring decision regarding you.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ Sex: M F

Race/Ethnic Identification – Please Check One

- (1) WHITE: (Not of Hispanic Origin): Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- (2) AFRICAN-AMERICAN: (Not of Hispanic Origin): Persons having origins in any of the Black racial groups of Africa.
- (3) HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- (4) ASIAN OR PACIFIC ISLANDERS: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- (5) NATIVE AMERICAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North American, and who maintain cultural identification through tribal affiliation or community recognition.
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2. RECRUITING INFORMATION – How did you hear about this job:

(1)  Newspaper (2)  Internal (MMSD) Posting (3)  Radio or TV (4)  Current Employee (5)  Job Service  
(6)  Community Agency (7)  Other (list) \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date