



EMPLOYMENT APPLICATIONS POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide appropriate guidelines regarding the completion of applications for open positions within the City.

Policy:

The Human Resources Department will accept applications for employment only for those positions that are vacant. Once the application period begins, all individuals who request to complete an application will be allowed to do so.

Any misrepresentations, falsifications, or material omissions in any of the application material may result in the exclusion of the individual from further employment consideration or termination of employment.

Procedure:

1. All applications for employment will be distributed and received in the Human Resources Department.
2. No applications for employment will be accepted after the application deadline.
3. An employment application is required for every employee interviewed for employment with the City.
4. Applications must be signed and dated by the applicant.
5. Employment applications will be maintained in the Human Resources Department for one year.
6. At the applicant's request, a current application, on file, may be copied for submission for another job opening.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.