

Employment Application
Village of East Troy
 An Equal Opportunity Employer
 Administrator's Office
 2015 Energy Drive
 East Troy, WI 53120
 262-642-6255

INSTRUCTIONS: To be filled out by applicant only. If you are physically unable to complete this application, you may request reasonable accommodations to assist you. Answer all questions. Print neatly and accurately. If necessary, attach supplements. Exclude any reference which may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

Position Desired _____		Full Time ___ Part Time ___
If part time, list days and hours available. _____		
How did you find out about the position for which you are applying? _____		
First Name _____	Initial _____	Last Name _____
Street Address _____		
City _____	State _____	Zip Code _____
Area Code & Home Phone _____	Area Code & Other Phone _____	E-mail Address _____
Are you legally entitled to work Yes ___ In the United States? (Check one) No ___	Are you age 18 or over? Yes ___ (Check one) No ___	If No, enter birth date _____
Do you possess a valid Driver's license? (Check one) Yes ___ No ___		
Do you possess a valid Commercial Driver's License? Yes ___ No ___ If yes, circle all that apply: A B C D H M		
Issuing State _____		
Special skills & qualifications:		
Experience transcribing mechanically-recorded material? Yes ___ No ___ Typing Speed _____ WPM		
Experience using 10 key adding machine? Yes ___ No ___ _____ KPM		
List any additional office equipment you can operate skillfully: _____		

List all computer software which you can operate skillfully: _____		

Foreign Language (spoken or read with proficiency)		
French ___ German ___ Spanish ___ Other: _____ Sign Language Yes ___ No ___		
List any memberships in professional or technical associations: _____	Current licenses or registrations as a member of a trade or profession: _____	
Since your 18 th birthday, have you EVER been convicted of any violations of law (or, as a juvenile, been waived into adult court and convicted) or, are you now subject to a pending charge? Please list all convictions and all pending charges and include relevant dates for felonies, misdemeanors or conviction by a military court martial. In accordance with state law, pending criminal charges or any convictions will not be used or considered unless they are substantially related to circumstances of the particular job.		
No ___ Yes ___ Explain: _____		

NOTE: The Police Department verifies conviction, driving and other information listed on this application. If you do not respond correctly or if you commit errors of omission of fact, either intentionally or unintentionally, you will not be eligible for Village of East Troy employment. Failure to admit convictions will result in disqualification. You will be ineligible to apply for Village employment for a period of twelve (12) months from the date of the disqualifying application. If you are unsure of how to respond to this or any other questions, IT IS YOUR RESPONSIBILITY to check with the Administrator's office for information/clarification.		

Education and Training

High School (circle highest year completed) 9 10 11 12		Name & Location of High School			Do you have a GED or High School Equivalency Diploma? Yes ___ No ___ Not applicable ___	
Training Beyond High School (College or University, Business College or other schools you have attended)					Circle the number of years in College or University 1 2 3 4 5 6 7 8	
Name & Location of Institution	Dates: From	To	Credits Earned	Major Field	GPA/BASE	Degree Conferred & Year
Describe any education or training not covered above, (vocational school, correspondence courses, service schools, in- service training), which you feel is relevant to the job for which you are applying. Include relevant licenses, certificates or other information you feel might be pertinent to the position. (BE SPECIFIC)						

Work Experience

Provide a complete description of your job duties. This information will be used to determine if you meet the minimum job qualifications. Be specific. Start with your most recent job. List ALL of your employment history. (Additional employment data may be attached on a separate sheet.) **Be certain to include service in the armed forces.** For part-time work, show the average number of hours per month. Indicate any changes in job title under the same employer as a separate position. **Volunteer work experience to be considered must include names of individuals to verify type of work, hours worked, etc.**

Name of Employer: _____ Supervisor: _____
Position/Title: _____ Phone Number: _____
From: _____ To: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities: _____ _____
Reasons for Leaving: _____

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Position/Title: _____ Phone Number: _____
From: _____ To: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities: _____ _____
Reasons for Leaving: _____

Other Experience

(Include volunteer experience, internships and/or jobs not included in the employment section)					
Company Name/Location	Job Title	Dates Employed		Annual Salary	Full or part-time
		From:	To:		
		From:	To:		
		From:	To:		
		From:	To:		

Have you ever been warned/disciplined for any of the following occurrences in your previous or current employment?

Attendance Yes___ No___ If yes, please explain: _____

Performance problems Yes___ No___ If yes, please explain: _____

Inability to get along with others Yes___ No___ If yes, please explain: _____

Safety violations Yes___ No___ If yes, please explain: _____

Harassment Yes___ No___ If yes, please explain: _____

Violent behavior Yes___ No___ If yes, please explain: _____

Inappropriate use/possession of alcohol Yes___ No___ If yes, please explain: _____

Inappropriate use/possession of drugs Yes___ No___ If yes, please explain: _____

Have you ever been suspended from any position? Yes___ No___ If yes, please explain, including date, location, employer and situation:

Please explain any gaps in employment:

References

Work or education related (e.g. former employers, supervisors, co-workers, school faculty) No relatives or significant others.		
Name/Telephone/Address	Occupation	Nature of Relationship

ATTACH TO EMPLOYMENT APPLICATION

COPY OF FINAL DD-214 (If prior Military)

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask the Administrator prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial: _____ I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand that any misstatements or omission of material fact subject me to disqualification or, if hired, dismissal.

Initial: _____ I authorize any person contacted to provide the Village of East Troy any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluation, work records, wage rate, supervisor comments, results of any and all tests, disciplinary records or letters and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of East Troy to request employment records from my present and/or former employers. I release and hold harmless the Village of East Troy, their officers, agents and employees, and the person(s) providing the information, from any liability, related to the providing of this information.

Initial: _____ I understand that I may be required to successfully pass a drug test and/or pre-employment physical exam to gain employment or continue employment with the Village of East Troy. I consent freely and voluntarily to participate in required drug tests and/or pre-employment physical exam at a location selected by the Village of East Troy, and consent to the release of the test results to the Village of East Troy. I hereby release and hold harmless the Village of East Troy, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever arising from the drug tests and/or pre-employment exam and decisions concerning employment based upon the results of these tests.

Initial: _____ I authorize the Village of East Troy, its officers, agents and employees to conduct a criminal background check prior to making a decision regarding employment. I release and hold harmless the Village of East Troy, their officers, agents and employees, and the person(s) providing the information, from any liability related to the performance or result of this check.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an 'at-will' employee during this probationary period. In addition, I understand that the Village of East Troy maintains a drug-free and violence-free workplace.

Initial: _____ I further understand and agree that this application is not a contract for employment and that any individual hired by the Village of East Troy may leave their employment or may be terminated by the Village of East Troy at any time, for any reason. I understand that other than a written statement signed by the Village Administrator, any oral or written statements to the contrary are not valid, are expressly disavowed and should not be relied upon by any prospective or existing employee.

Notice – Wisconsin Open Records Law: Under Section 19.36(7) of the Wisconsin State Statutes, the names of the 'Final Candidates' must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a 'Final Candidate', they can make such request in writing.

The Village of East Troy is committed to the equality of opportunity for all people. It is the policy of the Village of East Troy to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Signature: _____

Date: _____

Witness: _____

Date: _____