

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 Applying For:		
If this is a part-time position, 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 In the United States? (Check one) Yes__ No__	Are you age 18 or over? (Check one) Yes__ 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, list all that apply: A B C D H M		
Issuing State _____		
Special skills & qualifications: Typing Speed _____ WPM List office equipment you can operate skillfully: _____ _____		
List all computer software which you can operate skillfully: _____ _____		
List all Foreign Languages (spoken or read with proficiency, including American Sign Language)		
List any memberships in professional or technical associations:	Current licenses or registrations as a member of a trade or profession:	
<p>Since your 18th 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.</p> <p>No__ Yes__ Explain: _____ _____ _____</p>		
<p>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.</p>		

Education and Training

High School (check highest year completed) 9 10 11 12				Name & Location of High School		Check Box Applicable Box High School Diploma _____ GED _____ HSED _____	
Training Beyond High School (College or University, Business College or other schools you have attended)						Check 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: _____	

Name of Employer: _____ Supervisor: _____	
Position/Title: _____ Phone Number: _____	

From: _____ To: _____ Starting Salary: _____ Ending Salary: _____

Duties and Responsibilities:

Reasons for Leaving:

Name of Employer: _____ Supervisor: _____

Position/Title: _____ Phone Number: _____

From: _____ To: _____ Starting Salary: _____ Ending Salary: _____

Duties and Responsibilities:

Reasons for Leaving:

(use back of form for any additional information)

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:		

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

	YES	NO	If yes, please explain:
Attendance			
Performance problems			
Inability to get along with others			
Safety violations			
Harassment			
Violent behavior			
Inappropriate use/possession of alcohol			
Inappropriate use/possession of drugs			

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

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)

Authorization and Certification

Please read each of the following statements and initial at the bottom. 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.

1. 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.
2. 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.
3. 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.
4. 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.

5. If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period as well as after the probationary period has concluded and that I am an 'at-will' employee. In addition, I understand that the Village of East Troy maintains a drug-free and violence-free workplace.
6. 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.

Initials of Applicant signifying I have read, understand and agree to abide by these statements: _____

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: _____