



# Village of Mukwonago

440 River Crest Court, P.O Box 206, Mukwonago, WI 53149

## EMPLOYMENT APPLICATION

The Village of Mukwonago is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, age, sex, religion or national origin

### APPLICANT PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE ANSWERING ANY QUESTIONS

1. Please print or type all information. Answer all questions as completely as space will permit. Failure to complete application may prohibit you from proceeding in the evaluation process for this position.
2. Statements made in this application are subject to verification. The detection of false statements is a cause for disqualification or dismissal.
3. Date and sign the application on page 4.
4. Keep a copy of application materials for your files.

Position Applying For	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
How did you find out about the position you are applying for?	

Personal Information			
First Name	M.	Last Name	Suffix
Address		City	State
Daytime Phone (    )    -		Cell Phone (    )    -	
E-Mail			
Are you legally entitled to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you age 18 or over?		<input type="checkbox"/> Yes <input type="checkbox"/> No    If no, enter date of birth:	
Do you possess a valid Driver's License?		<input type="checkbox"/> Yes <input type="checkbox"/> No    License #: _____	
Do you possess a valid Commercial Driver's License?		<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, check all that apply: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> H <input type="checkbox"/> N	
Special skills and qualifications that may apply to the position <i>(please include all computer software which you can operate skillfully)</i>			
List any memberships in professional or technical associations			
Current certifications, licenses, or registrations as a member of a trade or profession			

## Education and Training

*(Attach copies of transcripts, diplomas and/or certificates-except high school)*

Name and Location of High School:

Highest Grade or Year Completed: \_\_\_\_\_

Do you have a high school Diploma or GED equivalency?

Yes  No

### Training Beyond High School (College or University, Business College or other schools you have attended)

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Graduated?</u>	<u>Minor/Major</u>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job you are applying for.

## References

*(Do not list current or previous employers or relatives)*

<u>Name</u>	<u>Phone Number</u>	<u>Occupation</u>	<u>Years Known</u>

## Employment History

*(most recent job first)*

Work experience: provide a complete description, start with your most recent job and work back. Be sure to include service in the armed forces. Explain any gaps between periods of employment. If more space is required, continue entries on separate sheet arranged as below and attach to application. Although resumes are welcome, they may not be substituted for the information requested below.

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
<b>Your Job Title</b>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Dates Employed:</b> From: _____ To: _____
<b>Your Duties</b>			
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>	
<b>May we contact now?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Starting Salary</b> _____	<b>Ending Salary</b> _____
<b>Reason(s) for leaving</b>			

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
<b>Your Job Title</b>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Dates Employed:</b> From: _____ To: _____
<b>Your Duties</b>			
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>	
<b>May we contact now?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Starting Salary</b> _____	<b>Ending Salary</b> _____
<b>Reason(s) for leaving</b>			

<b>Name and Location of Employer</b>		<b>Type of Business</b>	
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<b>Your Duties</b>			
<b>Supervisor's Name:</b>		<b>Supervisor's Phone Number:</b>	
<b>May we contact now?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Starting Salary</b> _____	<b>Ending Salary</b> _____
<b>Reason(s) for leaving</b>			

<b>Have you ever been convicted of any violations of law other than minor traffic violations?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, for what have you been convicted, when, where and penalty imposed?</b>
<b>Note: Convictions are not an automatic bar to employment, but are reviewed in relation to the job for which you applied. Convictions not reported may be cause for discharge.</b>

**CAREFULLY READ THIS APPLICATION AND YOUR ANSWERS AND THE CERTIFICATION AND AGREEMENT BELOW BEFORE SIGNING. APPLICANT’S CERTIFICATION AND AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material fact herein subjects me to disqualification or dismissal.

I authorize the Village of Mukwonago to make such investigations and inquiries of my personal employment, financial and other related matters as may be necessary at arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. A copy of this authorization shall be effective as the original.

I authorize the Village of Mukwonago to make such investigation of my medical history, as may be necessary only after I have received a conditional job offer by the Village of Mukwonago.

I further understand that in the event of employment by the Village of Mukwonago, my classification as a permanent employee depends upon my successfully performing work assigned me during a probationary period, where applicable.

I also understand that covered employees are compensated for overtime work in accordance with the Fair Labor Standards Act. Applicants should discuss overtime pay practices with the appointing authority prior to accepting employment with the Village of Mukwonago.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Thank you for completing this application and for your interest in employment with us. We would like to assure you that your opportunity for employment with the Village of Mukwonago will be based on your merit and qualifications and no other consideration.

<i>Office Use Only</i>			
<b>Interviewed by</b>	<b>Date Interviewed</b>		
<b>Notes, Comments, Recommendations</b>			
<b>Hire date</b>	<b>Will Report On</b>		
<b>Approved by:</b> <input type="checkbox"/> Department Head <input type="checkbox"/> Administrator <input type="checkbox"/> Village Board <input type="checkbox"/> Other _____			
<b>Job Title</b>	<b>Department</b>	<b>Salary/Hourly Rate</b>	<b>Employee Number</b>