



List any other skills, licenses, or certificates that may be related to the position for which you are applying.

## Employment History

**This portion of the application must be completed even if a resume is submitted.** Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the **last 10 years**. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \_\_\_\_\_ per: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## References

List only those familiar with your work ability. Do not list relatives or friends.

Name

Address/Telephone Number

Years Known/Relationship

1

2

3

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact: \_\_\_\_\_ Reason: \_\_\_\_\_

## Drivers License

Should the job require, do you have the appropriate valid drivers license?  Yes  No

License #: \_\_\_\_\_ Type: \_\_\_\_\_ State of Issue: \_\_\_\_\_

List any moving violations for the previous five (5) years \_\_\_\_\_

Failure to list all applicable violations on your drivers license will result in disqualification of your application.

## Convictions (Other than minor traffic violations)(PROVIDE YOUR BIRTHDATE ON THE APPLICANT DATA SHEET. YOUR BIRTHDATE WILL BE USED FOR CRIMINAL BACKGROUND CHECK ONLY.)

Since your 17th birthday, have you ever been convicted of any felony or misdemeanor, or been convicted of Military court martial offenses?  Yes  No

As a juvenile, have you ever been waived into adult court and convicted of any felony or misdemeanor?  
 Yes  No

Please list all convictions and all pending charges, including relevant dates. Attach additional pages if necessary.

Date (mm/yr.)	Court Location (Village/State)	Conviction or Pending Charge	Disposition

In accordance with federal, state and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the particular job. Convictions and pending charges not reported will be cause for disqualification of your application.

## Technology Skills

List the software programs with which you are familiar \_\_\_\_\_

## Confidentiality

Candidates for Village positions may request confidentiality of their names and application information. However, for those positions identified as "local public offices" by sec. 19.42(7)(w) Wis. Stats., the Village cannot maintain requested confidentiality if your name is sent to the Board for consideration or if you are among the group of five most qualified candidates. Generally, only department or division head positions are considered "local public offices." Please contact the Village of Mukwonago to inquire if the position you are applying for is considered a local public office. |

I request confidentiality of my name as a candidate for this position.

I do not request confidentiality of my name as a candidate for this position.

Failure to indicate your preference will subject your name and application materials to release in accordance with the above statement.

## Certification and Release

I certify that I have read and understand the applicant note on this form and that all the answers given by me to the forgoing questions and the statements made are complete and true to the best of my knowledge and belief. I understand that any false information omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the Village of Mukwonago and/or its agents including consumer reporting of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any bureaus, to verify any information concerning my background and hereby release said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs prior to and during my employment is prohibited. If Village policy requires, I am willing to submit to drug testing to detect the use or abuse of drugs during my employment.

I understand that application forms must be received by the Personnel Committee no later than 4:00 p.m. on the designated closing date, that the Village is not responsible for errors made by the postal system or for mechanical failure of a FAX machine or e-mail system.

I further understand and agree that this application is not a contract for employment, and that any individual hired by the Village of Mukwonago may leave their employment or may be terminated by the Village of Mukwonago at any time for any reason. I understand that, other than a written statement signed by the Mukwonago Community Library Personnel Committee, 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application may be mailed to the Attention of: Personnel Committee, Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149. The postmark on the envelope must be dated no later than the designated closing date in order to be accepted. Applications and resumes can be faxed to: (866) 489-5499 no later than 4:00 p.m. on the designated closing date.