



235 Hickory Street  
 Pewaukee, WI 53072  
 262-691-5660  
 262-691-5664  
 www.villageofpewaukee.us

## Application for Employment at the Village of Pewaukee

An Equal Opportunity Employer

**Please Print All Information. Read This Before Completing Application.**

This Company is an equal opportunity employer. All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer employment opportunities to all persons without regard to race, color, religion, age, sex, national origin, or handicap/disability. The use of this form does not mean that there are positions open and does not obligate this Company in any way. Answer all questions.

### PERSONAL INFORMATION

|   |                |   |
|---|----------------|---|
| Name:   |                | Date:   |
| Present Address:  |                |   |
| City:   | State:         | Zip:  |
| If at present address less than 1 year give previous address.   |                |   |
| Previous Address:   |                |   |
| City  | State:         | Zip:  |
| Phone Number: (    )  | Email Address: |   |
| Do you certify that you are at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                | If you are under 18, employment is subject to verification that you are of minimum legal age. |
| Are you a citizen of the U.S. or are you otherwise legally permitted to hold employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No |                |   |
| Have you ever worked under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, what name?                                       |                |   |

### EDUCATIONAL INFORMATION

| School  | Name & Address | Course of Study | Degree  |
|---|----------------|-----------------|---|
| Elementary  |                |                 | XXXXX   |
| High School   |                |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| College   |                |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Degree: |
| Post Graduate   |                |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Degree: |
| Correspondence,<br>Night School, GED,<br>Trade School |                |                 |   |

## EMPLOYMENT HISTORY

|  |  |
|--|--|
| Have you ever applied for a job with the Village? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, when?  |
| Have you ever worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, when?  |
| Position(s) applied for:   |  |
| Do you seek to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal   | Rate of pay expected: \$ _____ (per <input type="checkbox"/> Hr. or <input type="checkbox"/> Yr.)                            |
| <b>Position applying for:</b>  |  |
| What shifts are you able to work? <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Any   | How soon could you report?   |
| Have you ever been bonded?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | Have you ever been refused a bond? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain reason and date: |
| Do you currently have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the nature of the conviction or pending charge and circumstances surrounding it: |  |
| Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:   |  |
| Are you presently employed?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | Does your present employer know you are seeking other employment? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| May we contact your present employer?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| Why do you desire to change employment?  |  |
| Do you have available transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |

## MILITARY RECORD

|  |                        |
|--|------------------------|
| Have you served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide dates: |
| Branch:  | Starting Rank:         |
| Ending Rank:   |                        |
| Duties:  |                        |
| Date of Discharge:   | Type of Discharge:     |

# PRIOR WORK RECORD

List last four (4) employers starting with most recent:

|                            |            |                                 |                                |
|----------------------------|------------|---------------------------------|--------------------------------|
| Most Recent Employer Name: |            |                                 |                                |
| Address:                   |            |                                 | Phone:                         |
| City:                      |            | State:                          | Zip:                           |
| Position:                  |            | Supervisor:                     |                                |
| Date Hired:                | Date Left: | Starting Salary or Rate of Pay: | Salary or Pay Rate at Leaving: |
| Reason for Leaving:        |            |                                 |                                |
|                            |            |                                 |                                |
| Prior Employer Name:       |            |                                 |                                |
| Address:                   |            |                                 | Phone:                         |
| City:                      |            | State:                          | Zip:                           |
| Position:                  |            | Supervisor:                     |                                |
| Date Hired:                | Date Left: | Starting Salary or Rate of Pay: | Salary or Pay Rate at Leaving: |
| Reason for Leaving:        |            |                                 |                                |
|                            |            |                                 |                                |
| Prior Employer Name:       |            |                                 |                                |
| Address:                   |            |                                 | Phone:                         |
| City:                      |            | State:                          | Zip:                           |
| Position:                  |            | Supervisor:                     |                                |
| Date Hired:                | Date Left: | Starting Salary or Rate of Pay: | Salary or Pay Rate at Leaving: |
| Reason for Leaving:        |            |                                 |                                |
|                            |            |                                 |                                |
| Prior Employer Name:       |            |                                 |                                |
| Address:                   |            |                                 | Phone:                         |
| City:                      |            | State:                          | Zip:                           |
| Position:                  |            | Supervisor:                     |                                |
| Date Hired:                | Date Left: | Starting Salary or Rate of Pay: | Salary or Pay Rate at Leaving: |
| Reason for Leaving:        |            |                                 |                                |
|                            |            |                                 |                                |
| Prior Employer Name:       |            |                                 |                                |
| Address:                   |            |                                 | Phone:                         |
| City:                      |            | State:                          | Zip:                           |
| Position:                  |            | Supervisor:                     |                                |
| Date Hired:                | Date Left: | Starting Salary or Rate of Pay: | Salary or Pay Rate at Leaving: |
| Reason for Leaving:        |            |                                 |                                |
|                            |            |                                 |                                |

## DRIVER'S LICENSE

Should the job require, do you have the appropriate valid driver's license?  Yes  No

Type: \_\_\_\_\_ State of issuance: \_\_\_\_\_

List any moving violations, including pending, for the previous five (5) years:

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

## REFERENCES

**Do not list relatives, employees of the Village, or former employers.**

|          |             |      |
|----------|-------------|------|
| Name:    | Phone:      |      |
| Address: | Occupation: |      |
| City:    | State:      | Zip: |
| Name:    | Phone:      |      |
| Address: | Occupation: |      |
| City:    | State:      | Zip: |
| Name:    | Phone:      |      |
| Address: | Occupation: |      |
| City:    | State:      | Zip: |
| Name:    | Phone:      |      |
| Address: | Occupation: |      |
| City:    | State:      | Zip: |

## CONFIDENTIALITY

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

## MISCELLANEOUS

**Note:** It is understood that false statements on this application may result in refusal to hire or dismissal whenever discovered.

I certify that I have answered all questions contained herein truthfully. I hereby grant permission to the Village to investigate into any and all matters contained in this application. I further authorize any individual, agency, corporation or association having any information concerning any matters contained in this application to disclose such information to the Village upon request. I further agree that I shall not hold either the Village or any individual, agency, corporation, or association liable for damages, if any, resulting from the investigation and disclosure of information concerning the questions asked on this application form.

I understand that, if hired, my employment will be at will and may be terminated by me or by the Village at any time with or without cause. If hired, I agree to conform to the rules and regulations of the Village as set forth in the Employee Handbook, and I acknowledge that the Employee Handbook may be changed or withdrawn by the Village at any time, at the Village's sole option and without prior notice to me.

|                      |       |
|----------------------|-------|
| Applicant Signature: | Date: |
|----------------------|-------|

### DO NOT WRITE BELOW THIS LINE

|  |                |
|--|----------------|
| Received by:   | Date:          |
| Reviewed By:   | Date:          |
| Forwarded to Administrator: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date: | Administrator: |

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