

**Village of Cross Plains
APPLICATION FOR EMPLOYMENT**

AN EQUAL OPPORTUNITY EMPLOYER

MAIL APPLICATION TO:

Cross Plains Village Hall
PO Box 97
Cross Plains, WI 53528

IN PERSON APPLICATION DROP OFF:

Cross Plains Village Hall
2417 Brewery Road
Cross Plains, WI 53528

(608) 798-3241 – PHONE
(608) 798-3817 – FAX

bchang@cross-plains.wi.us – EMAIL

INSTRUCTIONS:

To be filled out by the applicant only. If you are unable to fill out this application due to a physical or mental disability, you may request a reasonable accommodation(s) to complete this form by contacting the Village Hall at (608) 798-3241. Answer all questions. Print neatly and accurately. Attach supplements if necessary. Exclude any reference that may reveal or tend to reveal your race, color, religion, national origin, creed, age, marital status, sex, sexual orientation or disability.

- Incomplete applications MAY NOT BE CONSIDERED.
- You may submit a resume in addition to this application for employment. However, doing so does not supersede the obligation to complete the application for employment and it is not acceptable to simply write on the application for employment "see resume."
- DATE and SIGN this application.
- Include a minimum of ten years' experience and education.
- Complete this application in blue or black ink. Do not type.
- You are not required to furnish any information, which is prohibited by federal, state or local law.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--|--|
| TITLE OF POSITION YOU ARE APPLYING FOR: _____ | | | DEPARTMENT: _____ | | |
| <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student Intern <input type="checkbox"/> Grant Funded <input type="checkbox"/> Co-op <input type="checkbox"/> Temporary/Limited Term Employment | | | TODAY'S DATE: _____ | | |
| Name: (Last) _____ (First) _____ (M.I.) _____ | | Home Phone: () _____ - _____ | | | |
| Current Address: (Street) _____ (Apt. #) _____ (City) _____ (State) _____ (Zip Code) _____ | | Business Phone: () _____ - _____ Can we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list hours _____ | | | |
| Permanent Address: (Street) _____ (Apt. #) _____ <i>(If different than current address)</i> (City) _____ (State) _____ (Zip Code) _____ | | | | | |
| List any other names you have used including nicknames: _____ _____ | | | When will you be available for employment? _____ | | |
| Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit.</i> | | | Email Address: _____ Can we contact you here? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Have you ever been employed by the Village of Cross Plains? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: when, in what position, and in what department? _____ <i>The Village of Cross Plains shall prohibit employment of an individual if he/she would be directly supervising or receiving direct supervision from a family member.</i> List any relatives employed by the Cross Plains or serving as elected or appointed officials: _____ | | | | | |
| Do you possess a valid Driver's License? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Do you possess a valid Commercial Driver's License? | | <input type="checkbox"/> Yes <input type="checkbox"/> No Type/Class: _____ | | | |
| Do you possess any other License? | | <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ | | | |

| | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| List any memberships in professional or technical associations. | List any current licenses, certifications and/or as a registration as a member of a trade or profession: |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

Include **ALL** instances in which you were convicted and/or pleaded no contest as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, list **ALL** criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information required to be submitted in this section may result in denial of employment or termination if discovered after employment has commenced. An additional sheet of information may be attached if needed to provide the required information.

Approximate dates may be listed:

| Date | Location | Charge | Court | Disposition of Case |
|------|----------|--------|-------|---------------------|
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| | | | | |

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

Did you graduate from high school? Yes No

Name of school: _____

Location of school: _____ If no, have you passed a high school equivalency or GED test: Yes No

Location: _____

Training beyond high school:

College or university, technical, nursing, business college or other schools you have attended.

| College, university or school – name, location and phone number | Dates Attended | Major field | Type of degree received | Credits earned | GPA |
|-----------------------------------------------------------------|----------------|-------------|-------------------------|----------------|-----|
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Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, police academy, in-service training. Please provide dates.

IMPORTANT: Use additional sheets if necessary. You may attach a resume to further explain your qualifications. Please list a minimum of prior ten year's experience and education.

Are you currently **unemployed**? No Yes, since _____

List any time periods of past **unemployed** status: _____

EMPLOYMENT SECTION: (Please start with your most recent position and include ALL positions of employment held including military service and self-employment during the last ten years.)

| | | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| From (month & year) | Title of your PRESENT/MOST RECENT position: | PRIMARY DUTIES: |
| To (month & year) | Employer's Name (Company Name) Phone Number | _____ |
| Hours each week: | Address: | _____ |
| Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> | Name and title of supervisor: | _____ |
| Starting salary (indicate yearly, monthly or hourly): | If currently employed, may we contact that employer? <input type="checkbox"/> yes <input type="checkbox"/> no, not at this time | Number of Employees you supervise: _____ |
| Present salary (indicate yearly, monthly or hourly): | Identify whether you continue to hold the employment position and if not, which of the following best describes the manner in which your employment separated: <input type="checkbox"/> Voluntarily Resigned <input type="checkbox"/> Non-Renewed <input type="checkbox"/> End of Contract Term. <input type="checkbox"/> Terminated <input type="checkbox"/> Resigned in lieu of termination or non-renewal. | _____ |

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|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
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| Hours each week: | Address: | _____ |
| Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> | Name and title of supervisor: | _____ |
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Please use a separate sheet of paper for additional employers

OTHER EXPERIENCE

(Include volunteer experience, internships, and/or jobs, not included in the employment section.)

| Company Name/Location | Job Title | Dates Employed (month/year) | Annual salary | Full or part-time |
|-----------------------|-----------|--------------------------------|---------------|-------------------|
| | | From: To: | | |
| | | From: To: | | |

Please explain any gaps in employment: _____

REFERENCES

Work or education related (e.g., former employers, supervisors, co-workers, school faculty). No relatives/significant others.

| NAME/TELEPHONE/ADDRESS | OCCUPATION | NATURE OF RELATIONSHIP |
|------------------------|------------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Village Hall representative 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 authorize any person contacted to provide the Village of Cross Plains 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 evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the Village of Cross Plains to request employment records from my present and/or former employer(s). I release and hold harmless the Village of Cross Plains, 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 after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with the Village of Cross Plains. I consent freely and voluntarily to participant in required drug tests and/or a pre-employment physical exam at a location selected by the Village of Cross Plains, and consent to the release of the test results to the Village of Cross Plains. I hereby release and hold harmless the Village of Cross Plains, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

_____ I authorize the Village of Cross Plains, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless the Village of Cross Plains, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the Village of Cross Plains only if it substantially releases to the position applied for.

Initial:

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, the Village of Cross Plains reserves the right to terminate my employment at any time. All employees not covered by a collective bargaining agreement are considered at-will employees.

Initial:

_____ I agree to use such personal protective equipment and devices as may be required by the Village of Cross Plains and to comply with safety rules and requirements. In addition, I understand that the Village of Cross Plains maintains a workplace free from drugs, harassment and violence.

Initial:

_____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of the Village of Cross Plains has the authority to make any assurances to the contrary.

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 and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Notice – Wisconsin Open Records Law: Under Section 19.36(7) of Wisconsin 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 do so by making a separate request in writing.

The Village of Cross Plains is committed to the equality of opportunity for all people. It is the policy of the Village of Cross Plains 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 nonuse 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.

Applicant's Signature

Date

Please use our website at www.cross-plains.wi.us for more information about the Village of Cross Plains or for additional copies of this application.