

VILLAGE OF MAZOMANIE EMPLOYMENT APPLICATION  
The Village of Mazomanie is an equal opportunity employer.

This application will be held in the active file for 30 days. If you wish to be considered after that date, please recontact us.

(PLEASE PRINT PLAINLY)

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

PERSONAL INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

If the position you are applying for requires a driver's license, please complete the following questions:

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_ Class of License: \_\_\_\_\_

Expiration date: \_\_\_\_\_

List all driving infractions and dates in the past three years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? \_\_\_\_\_ (If you are hired, federal law requires that you provide documentation of your identity and eligibility for employment and that you attest to your eligibility for employment).

If you are under age 18, state: your age \_\_\_\_\_, and whether you can provide a work permit \_\_\_\_\_.

Position(s) applied for: \_\_\_\_\_ Rate of pay expected: \_\_\_\_\_.

Would you work Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_?

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

**The Village of Mazomanie is an equal opportunity employer. The Village does not discriminate in hiring or employment on the basis of race, color, creed, national origin, marital status, sex, sexual orientation, religion, ancestry, age, disability, veteran status, arrest or conviction record (except as permitted by law), or any other applicable protected classification. It is the Village's policy to comply with all laws prohibiting discrimination.**

**This application will be given every consideration, but its receipt does not imply that the applicant will be employed. One of the factors in determining whether an applicant will be employed is that the Village, at its own expense, arranges for a surety bond for its employees who are required by law to be bonded. Unless the applicant's background is acceptable to a surety company, the Village may be unable to offer employment.**

### EDUCATION INFORMATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did You Graduate?	List Diploma or Degree	Grade Point Average
			9	10	11	12			
High									
College									
Other (Specify)									
Other (Specify)									

List your activities, skills, and aptitudes that you believe would reasonably bear on your qualification for the position you are applying for at the Village of Mazomanie. (You may wish to include civic and community activities, professional societies relating to the specific position for which you are applying, special training or skill such as typing, accounting/bookkeeping, shorthand, computer skills, word processing or other skills.) If you need more space, please continue on a separate sheet.

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Have you been employed here previously? Yes \_\_\_ No \_\_\_

Have you ever applied here before? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a criminal offense? Yes \_\_\_ No \_\_\_

(Note: A conviction does not automatically disqualify an applicant from employment. The nature of the conviction will be considered in accordance with law). If the answer is "yes", then for each such conviction, indicate (a) the date(s) of conviction, (b) the nature of the offense, (c) the penalty imposed, and (d) the circumstances involved. Exclude any arrest(s), acquittal(s), conviction(s) reversed on appeal, conviction(s) that have been completely expunged, and/or any judgment(s) against you by a court as a "youthful offender" or "juvenile delinquent."

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Do you have any criminal charges pending against you? Yes \_\_\_ No \_\_\_

(Note: A pending charge does not automatically disqualify an applicant from employment. The nature of the charge(s) will be considered in accordance with law). If the answer is yes, indicate the pending charge(s) and surrounding circumstances.

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**PROFESSIONAL REFERENCES**

List below all present and past employment, beginning with your most recent position.

DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?

If you need more space to list all of your present and past employment, please continue on a separate sheet.

**PERSONAL REFERENCES**  
(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number	No. of years you have known reference

**Pool Applicants Only**

**Please list your current certifications and expiration dates. (Submit copies of certifications)**

**First Aid:**

**CPR:**

**Lifesaving:**

**WSI:**

**Other:**

**AGREEMENT**

**PLEASE READ BEFORE SIGNING.** If you have any questions regarding this agreement, please contact the Village Clerk before signing.

In order that the Village may arrive at an employment decision, I understand that the Village may do any or all of the following, and I have consented to the same:

1. Investigate all statements contained in this application for employment.
2. Request that I be fingerprinted.
3. Conduct a criminal background check.
4. Check all references.

I understand that if I receive an offer of employment, I may be required to undergo a pre-employment medical examination conducted by a doctor of the Village's choice, and to submit to drug screening. I also understand that my employment may be conditioned on the results of the examination and screening.

If employed, as a condition of continued employment, I agree to submit to drug screenings at the request of the Village or in accordance with the Village's policy. I understand that failure to cooperate with the testing may be grounds for dismissal.

In the event that I am employed by the Village:

1. I will comply with all rules and policies of the Village, including a request for a current personal photograph meeting the Village's specifications; and
2. I understand that my employment can be terminated at any time, with or without cause, either at my option or that of the Village. I understand that no personnel recruiter, interviewer or other representative of the Village other than the Village Board has any authority to enter into an agreement for employment for any specified period of time; I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as an employment contract or contrary to at-will employment status.

I certify that the answers and information given in this employment application are true and correct to the best of my knowledge. I agree that false or misleading information given in my application or interviews may disqualify me from consideration, or, if I am hired, may be grounds for discharge from employment.

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

**FOR VILLAGE USE ONLY (To be completed AFTER applicant is hired or refused employment)**

Date employment offered \_\_\_\_\_ Date accepted \_\_\_\_\_ Date refused \_\_\_\_\_

Date employed \_\_\_\_\_ Date of Birth \_\_\_\_\_ Tax exempt \_\_\_\_ Non-exempt \_\_\_\_

Department \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Job Title \_\_\_\_\_ Full time \_\_\_\_ Part time \_\_\_\_ Maiden Name \_\_\_\_\_

**In case of accident or other emergency, who is the first person we should contact?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Number \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_