



**Village of Saukville**  
**APPLICATION**  
**FOR EMPLOYMENT**  
**www.village.saukville.wi.us**  
 AN EQUAL OPPORTUNITY EMPLOYER

**Village of Saukville**  
 639 E. Green Bay Avenue  
 Saukville, WI 53080  
 Phone: (262)284-9423  
 Fax: (262)284-9527

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disabilities, sexual orientation or any other legally protected status.

DATE:

Position You Are Applying For:

- Full Time       Part Time       On-Call/Relief Hours       Temporary/Limited Term Employment

**PERSONAL**

Name: (Last)	(First)	(M.I.)	Home Phone:
			Cell Phone:
Address: (Street)	(Apt #)		Business Phone:
			May we contact you at this # <input type="checkbox"/> Yes <input type="checkbox"/> No
(City)	(State)	(Zip)	Email Address:

List any other names you have been known by: \_\_\_\_\_

Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	When will you be available for employment? _____
If you are under 18 years of age, can you provide required Proof of your eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you ever been employed by the Village of Saukville?  Yes  No

If yes; when, in what position, and in what department? \_\_\_\_\_

Are you currently related to anyone employed by the Village of Saukville?  Yes  No

If yes, please list names: \_\_\_\_\_

Do you possess a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number: _____
	State Issued: _____
Do you possess a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number: _____
	State Issued: _____

Do you have access to a licensed vehicle?  Yes  No

Do you currently have a pending criminal charge against you and/or have you ever been convicted of a crime, either misdemeanor or felony?  Yes  No If yes, please explain: \_\_\_\_\_

*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.*

Person to be notified in case of emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

## EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?  Yes  No Name/Location of School: \_\_\_\_\_

If no, have you passed a high school equivalency or GED test?  Yes  No Location and Date of Test: \_\_\_\_\_

**TRAINING BEYOND HIGH SCHOOL:** College or University, Nursing, Business College, or other schools you have attended.

College, University or School – Name and Location	Dates Attended (Month/Year)		Presently Attending	Major Field	Type of Degree (If Rec'd)
	From	To			
			<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 or training you have had which is not covered above; such as vocational school, correspondence courses, service schools, In-service training. Please provide dates.

## SPECIAL SKILLS OR QUALIFICATIONS

*This information must be provided if you are applying for a position requiring these skills.*

List computer programs you are familiar with:

Other computer skills (e.g.: internet, desktop publishing):

Describe here to what extent your training and experience have given you the technical knowledge, skill and interest to perform the type of work for which you are applying.

List any Memberships in Professional or Technical Associations:

Current License or Registration as a member of a trade or profession:

## REFERENCES

List persons who are familiar with your qualifications and background. (Not relatives or present employers, fellow employees or school teachers.)  
Individuals must be responsible adults who have known you personally for at least three years.

Name	Telephone	Nature of Relationship
1.		
2.		
3.		

# EMPLOYMENT RECORD

**IMPORTANT: You must complete the employment sections of this application.**

Use additional sheets, if necessary. You may attach a resume to further explain your qualifications. All time **must** be accounted for. If unemployed for a period, indicate setting forth dates of unemployment.

(Please complete by beginning with last or current employer, then next to last, etc.)

If currently employed, may we contact that employer?  Yes  No

Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ( _____ hours per _____ )	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		
Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ( _____ hours per _____ )	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		
Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ( _____ hours per _____ )	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

  

Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

  

Name of Employer:	Phone:	Dates of Employment:: From                      To
Address:		Supervisor:
Reason for Leaving or Considering Change:		Job Title:
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (_____ hours per _____)	Beginning Pay: \$ _____ per _____	Ending Pay: \$ _____ per _____
Description/Duties:		

## GENERAL INFORMATION

If there is any additional information not requested which you believe relevant to your ability to perform the duties and responsibilities for the position you are applying for, you may provide this information for consideration. (Attach additional sheet if necessary.)

## APPLICANT'S AUTHORIZATION AND ACKNOWLEDGMENT

I certify that the information provided on this application (and accompanying resume, if any) is true, correct and complete to the best of my knowledge without omissions of any kind. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information to the Village of Saukville that may be required to enable the Village of Saukville to arrive at an employment decision.

I understand that I may be required to submit to a pre-employment physical examination, including substance abuse screening, prior to appointment. I agree that the results of such examinations and screening may be released to the Village of Saukville only for consideration of my employment.

I consent freely and voluntarily to participate in required drug tests and/or pre-employment physical examination.

I understand that I may be fingerprinted and a criminal record check made of local, state or federal authorities and that a conviction is not an automatic bar to my employment.

I understand that all appointments are probationary for a period during which I must demonstrate my fitness for continued employment. I further understand that any appointment tendered by me will be contingent upon the results of additional testing, a complete background check, and fitness evaluation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: Under Wisconsin State Statutes, the identity of applicants must be revealed unless a request for confidentiality is received from the applicant. If you desire for your employment application and all related references and documents to remain confidential to the extent allowed by Wisconsin Statutes, you must provide written request for confidentiality. If no written request is received from applicants, the applicants' names must be disclosed. Wisconsin Statutes does require if request is made for the names of the finalist considered for employment, they be provided to those requesting such information.

OPTIONAL: I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY DATA

The following information will be used only for research and reporting purposes for the Village of Saukville and the Federal Government in accordance with applicable laws and regulations. This information is voluntary and there will be no adverse consequences for not responding. This information is **confidential** and is kept separate from this application. It will not be a consideration for employment.

**Sex:**       Male       Female      **Birthdate:** \_\_\_\_\_

<b>Ethnic Origin:</b> <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black/African American (Not of Hispanic origin) <input type="checkbox"/> White/Caucasian/European/North African/Middle Eastern or Indian Subcontinent <input type="checkbox"/> Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American <input type="checkbox"/> Asian American/Pacific Islander/Far Eastern or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)	<b>Veteran Status:</b> <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran (Disability less than 30%) <input type="checkbox"/> Special Disabled Veteran (Disability 30% or greater)
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The Americans with Disabilities Act (ADA) defines an individual with a disability as "one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or who is regarded as having such an impairment."

Based on this definition, are you an individual with a disability?       Yes       No

The Village of Saukville is committed to the equality of opportunity for all people. It is the policy of the Village of Saukville 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.

How did you learn of this position?

- Newspaper: \_\_\_\_\_
- Employee
- Walk-In
- Employment Agency
- Job Line
- Internet
- Internal Posting
- Other: \_\_\_\_\_