

EMPLOYMENT APPLICATION

**Village of Windsor
4084 Mueller Rd
DeForest, WI 53532
Phone: (608) 888-0066
Fax: (608) 846-2328
www.windsorwi.gov**

The Village of Windsor fully supports the concept of Equal Employment Opportunity and Affirmative Action and will continue to do so. It is our policy to effect all personnel transactions, including, but not limited to recruitment and employment, promotion, demotion and transfer, compensation, and selection for training without discrimination and to ensure equal treatment of employees, regardless of sex, race, religion, color, national origin or ancestry, age, disability, marital status, source of income, arrest record, or conviction record.

Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Administration Department.

Personal Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Home Phone: _____ Daytime Phone: _____

E-mail Address: _____

Position Applied For: _____ Date Available: _____

Have you ever been employed by the Village? YES NO
If so, when? _____

Are you related to any current Village employee or elected official? YES NO
If so, who? _____

Have you ever been convicted of a felony or misdemeanor? YES NO
If so, explain: _____

I am currently authorized to work in the United States? YES NO
Basis of statement: _____

Education

High School: _____ Address: _____
YES NO

From: _____ To: _____ Did you graduate? Degree: _____

College: _____ Address: _____
YES NO

From: _____ To: _____ Did you graduate? Degree: _____

Other: _____ Address: _____
YES NO

From: _____ To: _____ Did you graduate? Degree: _____

References

Please list three professional references.

Name: _____ Relationship: _____ Company: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____ Company: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____ Company: _____

Address: _____ Phone: _____

Previous Employment

Company: _____ Address: _____

Supervisor: _____ Phone: _____

Job Title: _____

Starting Hourly \$: _____ Ending Hourly \$: _____ Average Hours Worked: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____
YES NO

May we contact your previous supervisor for a reference?

Company: _____ Address: _____

Supervisor: _____ Phone: _____

Job Title: _____

Starting Hourly \$: _____ Ending Hourly \$: _____ Average Hours Worked: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____
YES NO

May we contact your previous supervisor for a reference?

Company: _____ Address: _____

Supervisor: _____ Phone: _____

Job Title: _____

Starting Hourly \$: _____ Ending Hourly \$: _____ Average Hours Worked: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO

May we contact your previous supervisor for a reference?

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain: _____

Disclaimer and Signature

PLEASE READ THE PARAGRAPHS BELOW VERY CAREFULLY BEFORE SIGNING

I certify that my answers to the questions are true to the best of my knowledge and am aware that misrepresentation or omission of facts called for on this form is cause for rejection of my application or immediate discharge from the organization's service. I voluntarily give the Village of Windsor the right to make a thorough investigation of my past employment, agree to cooperate in such investigation, and release from all liability of responsibility all persons, companies, or corporations supplying such information.

I have read the job description for the position for which I am applying and meet the minimum standards.

I understand that this application for employment shall be considered active for a period of time not to exceed six (6) months.

It is hereby understood and acknowledged that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature _____ Date: _____