

VILLAGE OF DOUSMAN
APPLICATION FOR EMPLOYMENT

118 S. Main Street Dousman, WI 53118

262-965-3792



Applicant Information (PLEASE PRINT)

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

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

How did you learn about us? Advertisement ___ Employment Agency ___ Friend ___ Relative ___

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.?

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you Currently Employed? Yes ___ No ___ If yes how long been with current employer? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Indicate any specialized apprenticeship, skills and experience related to this job application.

List any additional information regarding education and training.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Previous Employment / Experience

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

List professional trade, business or civic activities and offices held.

Additional Information

Do you have any heavy equipment operating or maintenance experience? Yes ___ No ___

If yes, please explain _____

List any other Qualifications or experiences that may related to the position you are applying for.

Specialized Skills Check all that apply.

Computer Skills ___ Microsoft Word ___ Microsoft Excel ___ Other Microsoft office skills ___

Hand tools ___ Welding ___ Other's please list: _____

State any additional information you feel may be helpful in considering your application.

NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIRMENTS OF THIS JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes ___ No ___

A description of the activities involved in such job is available online at www.villageofdousman.com or upon request.

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period not to exceed 45 days.

I hereby understand and acknowledge that, unless otherwise define by applicable law 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 any time with or without cause. It is further understood that "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.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my discharge.

Signature: _____ Date: _____

Village of Dousman Personnel Department use only: Date application received _____
Arrange interview: Yes ___ No ___ Notes: _____