



# Village of Wales

## EMPLOYMENT APPLICATION

### INSTRUCTIONS

1. Complete this entire application; do not leave any blanks
2. Should more space be needed to complete any questions, use and attach additional paper.
3. It is important that you PRINT clearly; incomplete or illegible applications will not be processed
4. While you may attach a resume, you are required to complete this application in order to be considered an applicant for employment.

This application is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview or on this form are grounds for terminating the applicant process or if discovered after employment, termination of employment. All qualified applicants will receive consideration regardless of race, color, creed, religion, sex, sexual preference, national origin, marital status, age or the presence of disabilities. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment.

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### Applicant Information

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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### Availability

For what position are you applying? \_\_\_\_\_

What is your earliest start date? \_\_\_\_\_

Employment category? ☐ Full time ☐ Part time ☐ Seasonal / Temporary

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### Education

Please circle highest grade completed: 7 8 9 10 11 12 13 14 15 16 16+

If your high school records are under a name different than above, please indicate here.

\_\_\_\_\_

Name

City/State

Graduate/Degree?

High School: \_\_\_\_\_

College: \_\_\_\_\_

### Other:

List any other skills, licenses, or certificates that may be related to the position for which you are applying.

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## Previous Employment

## List from most recent

Name of Employer: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Duties & responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Duties & responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Position Title: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Employed from: \_\_\_\_\_ to: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Duties & responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Drivers License

Should the job require do you have a valid drivers license? \_\_\_\_\_ Yes \_\_\_\_\_ No  
License #: \_\_\_\_\_ Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
List any moving violations for the previous five (5) years: \_\_\_\_\_  
\_\_\_\_\_

Can you perform the requirements of this position with or without reasonable accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No

## References

List only those familiar with your work ability. DO NOT list relatives.

Name	Address/Telephone Number	Years Known/Relationship
1. _____	_____	_____
2. _____	_____	_____

## Security

Have you been convicted of, and/or served time for a felony in the past seven (7) years? \_\_\_\_\_ Yes \_\_\_\_\_ No

(In accordance with Village policy this information will be reviewed only as it substantially relates to the circumstances of the particular job and time since last conviction.)

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## Certification and Release

I certify that I have read and understand the applicant note on this form and that all the answers given by me to the application questions and the statements made are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or termination at any time during my employment. I authorize the Village of Wales and/or its agents including consumer-reporting bureaus, to verify any of this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs prior to and during my employment is prohibited. If Village policy requires, I am willing to submit to drug testing to detect the use or abuse of drugs during my employment.

I understand and agree that this application is not a contract for employment, and that any individual hired by the Village of Wales may leave their employment or may be terminated by the Village of Wales at any time for any reason. I understand that, other than a written statement signed by a member of the Human Resources Committee of the Village of Wales, any oral or written statements to the contrary are not valid, are expressly disavowed and should not be relied upon by any prospective or existing employee.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Use this space and/or the back of this page to provide additional information.**

**THIS PAGE CONTAINS SENSITIVE INFORMATION, KEEP IN SECURE FILES**

**RELEASE AUTHORIZATION**

**APPLICANT COMPLETE THE FOLLOWING**

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print your full name

**The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purposes.**

\_\_\_\_\_  
Please print other last names you have used

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Drivers' License Number

\_\_\_\_\_  
Name as it appears on drivers' license

\_\_\_\_\_  
State issuing license

**General Information**

NOTICE: Applicants except those certified for final employment may request in writing that their identity as an applicant NOT be publicly revealed [Wis. Stat. 19.36 (7)]

1. In connection with my application for employment, I understand that an investigative report may be requested that will include information as to my character, work habits, performance, and experience along with reasons for termination of past employment. I understand that as directed by Village policy and consistent with the job described you may be requesting information from public and private sources about my workers' compensation injuries, driving record, criminal record, education, credit and previous employment.
2. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and be given the name of the agency or the source of the information.
3. I acknowledge that a FAX or photocopy shall be as valid as the original. This release is valid for most federal, state and county agencies.
4. I hereby authorize without reservation to any law enforcement agency, institution, information service bureau, and employer or insurance company contracted by the Village of Wales to furnish the information described in Section 1.